



SHEPARD, SMITH, HAND & BRACKINS, P.A.
ATTORNEYS & COUNSELORS AT LAW
SHEPARDFIRM.COM

RFQ 2025-006

LEGAL SERVICES FOR TOWN COUNCIL

Town of Howey-in-the-Hills, Florida

August 29, 2025

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Legal Services for Town Council of the
Town of Howey-in-the-Hills, Florida

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August 29, 2025

Town of Howey-in-the-Hills
Attn: Victoria Pedane
101 N Palm Avenue
Howey-in-the-Hills, Florida 34737

RE: RFQ 2025-006 TOWN ATTORNEY/LEGAL SERVICES

Dear Ms. Pedane:

I am pleased to submit this letter of transmittal on behalf of Shepard, Smith, Hand & Brackins, P.A. in response to the Request for Qualifications, RFQ 2025-006, for Legal Services as Town Attorney for the Town of Howey-in-the-Hills, Florida.

Shepard, Smith, Hand & Brackins, P.A. devotes the bulk of its legal practice to local government law. All the Firm's shareholders have earned Board Certification in City, County and Local Government Law from The Florida Bar. Over the years, we have worked diligently to associate ourselves with lawyers possessing the right knowledge, skills, intellectual curiosity, and demeanor to best assist our governmental clients in the ever-evolving landscape of local government law.

Our attorneys operate out of our office located in Maitland, Florida. We currently serve as city or town attorneys to thirteen central Florida municipalities: the Cities of Apopka, Maitland, Dunnellon, Dade City, Edgewood, Flagler Beach, Mascotte, Mount Dora, and Webster, the Towns of Eatonville, Melbourne Beach, and Ponce Inlet, and the Village of Highland Park. Often, we are engaged in litigation specific matters for local governments and/or special districts or agencies that we do not otherwise generally represent, and three of our attorneys serve as special magistrates and/or local hearing officers. Additional clients include one housing authority, a hospital board, and private litigation clients. We serve as special counsel to several other cities, towns, counties, municipal boards, and community redevelopment agencies. In addition, our Firm serves as general counsel to the Florida Redevelopment Association and has served as special counsel to the League of Cities.

Our practice in local government law is broad and varied. Representative matters we assist our clients with include: ordinance drafting, resolution drafting, agreement and legal instrument drafting, representing municipalities in bond issues, community

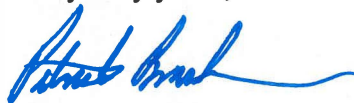
redevelopment matters, police matters, collective bargaining negotiation, Sunshine Law and public records education and compliance, personnel matters, utilities matters, public works, construction, charter review, code enforcement, land use, litigation (prosecution and defense) and appeal, intergovernmental disputes and negotiations, annexations, and election-related matters.

We understand how critical it is for a law firm to provide prompt and effective legal advice to municipal policy makers. We pride ourselves on our ability to communicate in a way that gives our clients confidence. Our first step is to listen. We seek to understand the values, goals, and objectives of the communities we serve, from public officials to citizens. We do our best work when we listen and help our clients recognize, explore, and strengthen the points of commonality. That said, our role is never to insinuate ourselves into policy. We advise policy makers on the law, the legal implications of potential decisions, and the possible paths toward achieving the jurisdiction's goals; we do not attempt to thrust our policy judgments upon those who have been elected by their communities to make those determinations. By doing these two things, listening and remembering our role while always striving to provide the best legal counsel we can, we have established long relationships with many of the local governments we have served. As a case in point, the very first local government client represented by shareholders Mr. Shepard and Mr. Smith was the City of Maitland. That representation began over twenty years ago, and Maitland is still our client today.

We focus on the field of local government because we truly have a passion for the communities we represent and all the people who dedicate their time, attention, and energy to making their communities better. There are many long days and late nights in this practice. At the end of each day, though, it is the people who are there with us and the things we accomplish together as a team that make this field of practice so rewarding. We all consider ourselves lucky to do something we love.

We appreciate this opportunity to introduce ourselves to you and your team. It is important for the Town to select a firm that will fit with that town's needs and culture. We are selective in the requests we respond to and only do so when we believe we will be a great fit. Accordingly, we have submitted this material because we believe we can have a long and mutually fulfilling relationship with the Town of Howey-in-the-Hills. The ultimate decision, of course, is yours and, for that reason, our primary goal here is to present a clear and honest picture of our Firm, our lawyers, and our background. We want to let you get to know us so that you can decide whether we will be the right fit for your community. Thank you for your time and consideration.

Very truly yours,



Patrick Brackins, Esq.
Shepard, Smith, Hand & Brackins, P.A.

c. QUALIFICATIONS

(i) Qualifications of Key Individuals Performing the Work

Shareholder Attorney Patrick Brackins will be the Town Attorney and responsible attorney for the Town of Howey-in-the-Hills (the “Town”). Associate Attorneys Holli New and Abigayl Osborne-Liborio will be the primary attorneys serving as Assistant Town Attorneys. While Mr. Brackins will be the designated Town Attorney, and Ms. New and Ms. Osborne-Liborio will be the Assistant Town Attorneys, they will also utilize the resources and collective expertise of the entire firm in performing legal services for the Town.

Please refer to **Appendix A** for full Attorney Resumes.

(ii) Qualification Details

Shepard, Smith, Hand & Brackins, P.A. is a full-service commercial law firm with a specialty in local government law. The Firm currently represents the Cities of Maitland, Apopka, Dunnellon, Edgewood, Flagler Beach, Mount Dora, Mascotte, Dade City, the Towns of Ponce Inlet, Eatonville, Melbourne Beach, and the Village of Highland Park as general counsel in all matters in which legal services are required. The Firm also serves as counsel to the CRAs of Tampa, Fort Myers, Lake Wales and represents special districts and other agencies on specific matters, such as land use and public records litigation. The Firm currently serves as counsel to the Winter Park Housing Authority, and Messrs. Hand, Brackins, Smith, and Shepard serve as local hearing officers. Counties, municipalities, and agencies routinely hire our Firm as special counsel for limited-duration assignments, including litigation. The Firm also has a long history of representing community associations and private clients in commercial litigation, real property, and transactional services.

Having served many years with numerous local governments, special districts, and agencies, we have handled a great diversity of matters. As set forth herein, our Firm has demonstrated an ability to effectively represent publicly elected boards, including recalls or filling vacancies and to provide training regarding Sunshine and Public Records compliance; timely respond to legal inquiries from government officials and legislative committees such as the land planning agency; prepare documents and provide legal advice concerning right of way acquisition or sale, easements, eminent domain, annexation, and de-annexation; properly advise boards and officials, and prepare appropriate responses to Bert J. Harris Act and takings claims; provide efficient advice and document preparation as to all aspects of land use and planning, including comprehensive plan amendments and representing local governments before the Department of Economic Opportunity, environmental regulation, including coordination with water management districts and applicable federal agencies; handle multi-million-dollar contracts for public facilities, including litigation surrounding such facilities; address complex utility matters; provide specialized expertise regarding redevelopment matters; and handle all aspects of law pertaining to local governments competently, efficiently, and in a timely manner. Serving

such a breadth of communities allows us to offer all our clients the information and lessons we learn in our broad scope of representation.

While we have practiced in this field for many years and have seen many things, it would be foolish to say we have seen it all. The field is always evolving. That statement is perhaps truer today than at any time in the last twenty years as the State legislature continues to redefine the meaning of “Home Rule.” Accordingly, to excel in this practice area, we must be committed to continuing growth and education. We are committed to continual research, and we never stop learning.

Firm History

Cliff Shepard began representing the City of Maitland as special litigation counsel in the late 1990s after primarily focusing his practice on general litigation for approximately fifteen years. When the City Attorney retired shortly after the year 2000, Cliff was retained as the City Attorney and continues to serve in that capacity today. In 2002, Cliff hired Drew Smith and together they began to grow their local government practice area, laying the foundation for the Firm.

Today, the Firm is owned and managed by Cliff, Drew, Andrew, and Patrick. All four shareholders are Board Certified by the Florida Bar in City, County, and Local Government Law. That is not an accident or coincidence. Every attorney who joins the Firm to practice local government law is told that Board Certification is a prerequisite to becoming a shareholder one day. To put that in context, approximately 7% of all eligible lawyers in the Florida Bar are Board Certified in their field. Board Certification is only achieved and maintained through heightened requirements of continuing education, exhaustive vetting of one’s background and qualifications, peer review by other Board-Certified lawyers in the field, and examination. We require this because our goal today is the same as it was when we first began practicing in this area: to provide the best legal representation and legal guidance to our clients that we can.

For ease of reference, the following outline details each name change of the Firm from Shepard Law Offices, P.A. forward:

- March 21, 2008, Shepard, Smith & Cassidy, P.A.
- April 24, 2017, Shepard & Smith, P.A.
- October 2, 2017, Shepard, Smith, Kohlmyer & Hand, P.A.
- October 1, 2024, Shepard, Smith, Hand & Brackins, P.A.

Having served many years for many local governments, special districts, and agencies, we have handled a great diversity of matters, including land use, code enforcement, contract negotiation, union bargaining, employment actions, litigation, mediation, arbitration, public records and Sunshine Law, and essentially any other matter that our government clients have needed.

The Firm employs the following attorneys and staff based at our Central Florida office in Maitland:

NAME	TITLE	FL Bar. No.
Clifford B. Shepard	Shareholder	508799
D. Andrew “Drew” Smith, III	Shareholder	583650
Andrew J. Hand	Shareholder	35859
Patrick Brackins	Shareholder	0027520
Ryan G. Knight	Senior Associate	91503
Holli R. New	Associate	1047287
Abigayl Osborne-Liborio	Associate	1063226
Edna Rosen	Office Manager/ Accountant	
Brittany LaPoten	Operations Manager	
Danita Goode	Legal Assistant	
Kevin Toolan	Legal Assistant	

Licenses to do Business in the State of Florida

Please refer to **Appendix B** for Licenses and our W-9

Ratings and Recognition

The Firm and our attorneys have received the following ratings and recognition in the legal community for professional achievement:

Shepard, Smith, Hand & Brackins, P.A.

- Ranked by *Best Lawyers* as “Best Law Firms in the United States”
- Rated by *Martindale-Hubbell* as “AV Preeminent,” the highest level of professional excellence

Patrick Brackins

- Recognized in *The Best Lawyers in America*® in 2025 and *Best Lawyers: Ones to Watch*® in America from 2021-2024 in the Practice area of Commercial Litigation

Clifford B. Shepard

- Recognized among *Best Lawyers* in Maitland, FL, in the Practice areas of Administrative and Regulatory Law since 2018
- Received an *Avvo Rating* of 10.0 as “Top Attorney State & Local Law.”
- Routinely recognized in the *Florida Trend Magazine* as one of Florida’s “Legal Elite” in the areas of Governmental and Administrative Law, and Commercial Litigation
- Recognized as a “Legal Elite NOTABLE Managing Partner in the special section of the 3rd annual edition of *2025 Florida Trend Legal Elite NOTABLE – Managing Partners*
- Selected to *Super Lawyers*® from 2006-2007 and 2009-2025

D. Andrew Smith, III

- In 2012, Drew attained the “AV rating” from *Martindale-Hubbell*, and is listed in the *Bar Register of Preeminent Lawyers*®
- Recognized as one of “Orlando’s Attorneys of the Year” in the 2024 edition of the *Orlando Style Magazine*

Andrew J. Hand

- Recognized as one of “Orlando’s Attorneys of the Year” in the 2023 edition of the *Orlando Style Magazine*
- Recognized as a “Florida Super Lawyers Rising Star” in the 2020 edition of *Law & Politics Magazine*
- Issued the LEED® AP (Leadership in Energy and Environmental Design Accredited Professional) designation in 2008
- Received Planning Award for Town of Marineland Unified Land Development Code – Awarded by American Planning Association, Florida Chapter

Location and Availability to Provide Comprehensive Services

Shepard, Smith, Hand & Brackins, P.A. is located at 2300 Maitland Center Pkwy, Ste. 100, Maitland, FL 32751, 32 miles from the Town of Howey-in-the-Hills. Our office is staffed Monday-Friday, from 8:30 a.m. to 5:30 p.m. Our attorneys are available outside of these hours to attend meetings or respond to emergencies as needed.

The Firm’s staffing and cross-specialization allow us to effectively handle the workload of local government clients, community associations, and all aspects of litigation through appeal in state and federal court for private and governmental clients. In the scope of our representation, we recognize that many matters arise that are extremely time sensitive. Because all our lawyers are actively engaged in representing our local government clients, we can successfully manage workloads and assignments to ensure that long-term projects continue to move forward while simultaneously focusing on time-sensitive matters as they arise.

Service Capabilities of the Staff to Provide Comprehensive Services

Our Firm knows that the best way to provide excellent client service is to maintain open and timely communication, provide timely updates, and thoroughly discuss strategies tailored to each client's needs.

By choosing Shepard, Smith, Hand & Brackins, P.A., the Town will gain a trusted legal partner who prioritizes ethical practice, proactive problem-solving, and a commitment to delivering cost-effective results. Our deep knowledge, strategic approach, and client-focused service make us the ideal choice for navigating complex legal matters with confidence and efficiency.

In addition to specific technical resources, we have a wide network of colleagues across the state and vendors we call upon for support. We will employ whatever resources are necessary to be most effective for our clients.

We will depend on feedback from the Town for ongoing refinement of legal services and proactive issue resolution and service optimization. The attorneys and support staff at Shepard, Smith, Hand & Brackins, P.A. pride themselves on maximizing efficiency, minimizing unnecessary litigation, and maximizing value.

Technical Resources

To best serve our clients, our Firm regularly utilizes the following technology, software, and tools. Our Firm uses Caret Legal for case management, billing, and accounting. We also use Microsoft 365, Microsoft Teams, Dropbox, SharePoint Adobe Pro, and Zoom for transparent task tracking, communication, and collaboration. We subscribe to LexisNexis for legal research.

Our Team ensures full compliance with HUD, federal, and local data protection standards, including encrypted communications and password protection of documents containing unredacted personal information. We have 24/7 offsite IT support, including cybersecurity response and remedy. Furthermore, we are also covered by, and meet the required specifications for, cybersecurity insurance.

d. FEE PROPOSAL

Our Firm will provide detailed monthly statements reflecting the attorney who performed each task, the time expended, and a detailed description of each task performed. Monthly invoices are provided via email to the Town's requested contacts in PDF format. We will not block bill nor include vague descriptions of the work performed except where such entries pertain to active litigation to protect attorney-client privileged information and attorney work product from disclosure through a public records request. We strive to produce invoices in the same manner that we expect when submitting time entries to a court to demonstrate the reasonableness of the hours performed.

In consultation with the client, we frequently create independent matter numbers for various municipal projects, which are separately invoiced. For example, code enforcement and community development can have separate matter numbers. This process allows the Town to track its expenditure on legal services easily. Each litigation matter would also have its own matter number, allowing us to quickly apprise the Town Council of the cost of ongoing litigation and in the event of a court award of attorneys' fees and costs, we can instantly calculate and produce those records in a timely fashion.

Below is our detailed proposal regarding fees, including the requested option of hourly or monthly rates:

(i) Hourly Rate

The Firm proposes an hourly rate of \$225.00 per hour for all shareholders, \$200 per hour for associates, and \$100.00 per hour for paralegals or law clerks on matters that are not passed through or charged back to developers/applicants.

(ii) Monthly Fee Option

Our Firm is open to considering a monthly fixed flat fee retainer for non-litigation services. However, without a better understanding of the Town's current and expected legal needs over the next year, it simply is not realistic for us to hazard a guess at what a competitive fixed flat fee retainer would be. We could estimate a retainer based on the typical amount of work required to attend two meetings a month and for other usual services. Or we could take the prior Town Attorney's monthly retainer and either match it or undercut it. But what happens, for example, if the Town intends to rewrite its entire land development code and do an overhaul of its comprehensive plan this year while, at the same time, the Town unexpectedly receives multiple Bert J. Harris, Jr. Act claims, and a surprise dispute breaks out with a bargaining unit? As the Town knows well, legal issues and complex controversies frequently arise overnight. It simply is not prudent or realistic for our Firm or anyone else to make a fair, accurate, and knowingly competitive proposal for a fixed flat fee retainer sight unseen.

You must expect your counsel to always provide you with frank and truthful responses. While fixed rate proposals are presented on occasion within public sector proposals and may have some front-end budgetary appeal, in our considerable experience, there can only be three possible

outcomes. The proposed fixed rate will exceed the actual legal expenses incurred with a windfall to the proposer at taxpayer's expense. Or the proposed fixed rate will be less than the actual legal expenses incurred, resulting in immediate contract re-negotiation, substandard legal services, and possibly the hiring of outside legal consultants at added expense to the Town. The third possibility is simply a gamble that the estimate is accurate, competitive, and fair to the taxpayers. We do not believe it is in the Town or taxpayers' interest to gamble on the third option at this time.

Nevertheless, we do understand the desire to have such a fee proposal from an initial budgetary perspective. Accordingly, if we are selected as the Town Attorney, then during the transition period, we will have a better understanding of the expected legal work the Town will need in the coming year, and we would then be open to transitioning from the hourly rate structure proposed above to a fixed flat rate monthly retainer for non-litigation services, proposed below.

The Firm proposes a \$10,000.00 per month flat fee for all general Town Attorney Services not expressly separated in the below section iv (pass-through, litigation, bond). Any work performed after 50 hours is subject to the above-stated hourly rates.

In the event the Firm routinely performs more than 50 hours of general Town Attorney Services per month on average, the Town and the Firm agree to review and consider recalculating the flat rate by June 1, 2026.

Oversight of Outside Legal Counsel will be included in the flat rate unless our Firm is actively involved in the litigation. Attending hearings of outside counsel is included in the flat rate, but participating in the same will be billed at the hourly rate.

(iii) Reimbursable Expenses

While this Firm does not bill for routine office expenses such as photocopies, postage, or delivery charges, it reserves the right to do so if, in its judgment, these expenses exceed the Firm's reasonable expectations.

We will not charge for routine travel time to the Town for public meetings, shade meetings, workshops, code enforcement hearings, and other times when an attorney's attendance is expected. While we will attend all Commission and significant advisory board meetings in person, should the physical presence of an attorney not be required for advisory board meetings, the Firm may attend via Zoom or other appropriate online platform after consultation with the Town Manager. Exceptional travel expenses will be charged after conferring with the Town Manager.

Travel for litigation, including attending court hearings, depositions and other matters related to litigation, not including shade meetings, will be billed as mileage at the current approved government rate.

The client is responsible for all costs associated with the investigation and prosecution of all litigation matters referred to the Firm, regardless of whether any recovery is made. Costs include but are not limited to court costs, filing fees, taxes, recording fees, overnight mail charges,

deposition, or investigation costs. Invoices for such items will either be sent directly to the client for payment or will be billed to the client by the Firm. The client agrees to pay all such costs.

(iv) Rates for any and all other fees

Pass-through: On matters that are passed through or charged back to developers/applicants, the Firm proposes a discounted hourly rate of \$300.00 per hour for all shareholders and partners, \$250.00 per hour for all associates, and \$125.00 per hour for paralegals or law clerks.

Bond review and opinions: Standard hourly rate plus services as issuer's counsel is typically 0.005% of the issue.

Litigation: \$250.00 per hour for all attorneys in the Firm. Litigation does not include handling risk protection orders, including court time for the same. Nor does litigation include prosecuting code enforcement violations at the municipal level. However, any appeals to the circuit court of final code enforcement decisions of the Town will constitute litigation and be billed at the hourly rate. All pre-litigation services, including but not limited to responding to demand letters and subpoenas, will be billed at the litigation hourly rate. Arbitrations, PERC proceedings, and pre-suit mediation constitute litigation.

e. OTHER INFORMATION

(i) List of Lawsuits and Lobbyists

The Firm does not employ any lobbyists. Below is a selection of litigation in which the Firm represented municipal clients, present and past matters:

Gregg J. Hemingway v. City of Mount Dora, 2024-CA-001397
(Fla. Cir. Ct. Lake Cty. filed 2024)

Ponce Inlet Professional Fire Fighters v. Town of Ponce Inlet, CA-2022-004
(State of Florida Public Employees Relations Commission)

City of Maitland v. Peacock Ford, No. 2021-CA-006312-O
(Fla. Cir. Ct. Orange Cty. filed 2021)

Kanan v. Anglers' Yacht Club, Inc. and City of New Smyrna Beach, 2020-10054-CIDL
(Fla. Cir. Ct. Volusia Cty. filed 2020)

Bailey v. City of Satellite Beach, 05-2018-CA-047534
(Fla. Cir. Ct. Brevard Cty. filed 2018)

(ii) List of Clients that Could Cause a Conflict of Interest

No existing, potential, or probable conflicts of interest exist or should arise as a result of the Firm's representation of the Town of Howey-in-the-Hills.

The Firm does not currently represent any private clients in the Town, and no potential conflicts of interest or other ethical considerations are expected with regard to any existing client relationships.

If representing the Town, the Firm would not take on any new clients in which a conflict would be likely to arise. In the unlikely event that a conflict of interest did occur, the Firm would immediately notify both clients in writing of the conflict of interest and explain that the Firm could not represent either party in the matter. The Firm would assist the Town in finding special counsel to provide the Town representation on the matter in which a conflict existed.

(iii) Business Licenses and W-9 Form

For Business Licenses and W-9 Form, please see **Appendix B**

(iv) List of References

All references are for municipal clients for which the Firm currently serves as City or Town Attorney in a full-service capacity, as budgeted during the annual budgeting

process. Our Firm strives to exceed client expectations regarding timeliness and performs work to meet or surpass all client deadlines.

Vince Sandersfeld

City Manager, City of Mount Dora
(352)-735-7126
sandersfeldv@ci.mount-dora.fl.us

Marieke vanErven

Acting City Manager, City of Dade City
(352) 523-5050 ext. 400
mvanerven@dadecityfl.com

Mark Reggentin

City Manager, City of Maitland
(407) 539-6220
mreggentin@itsmymaitland.com

Mike Disher

Town Manager, Town of Ponce Inlet
(386) 213-4240
mdisher@ponce-inlet.org

(v) List of Public Sector Clients

Please see **Appendix C**

(vi) Sample Billing Invoices for Public Sector Clients

As evidenced in section (v), the Firm represents many municipalities across the state of Florida. Providing a year's worth of billing for all public clients would result in an innumerable number of pages, likely in the thousands. As an example, one full year of billing for the City of Mount Dora would be over 500 pages alone. Instead, under the direction of Ms. Pedane, we have included a smaller representative sample of our client billing in accordance with the request.

Please see **Appendix D** for the Sample Billing Invoices

(vii) Statement of Assurance and Summary of Litigation filed against the Firm

No ethics or disciplinary complaints have been filed against the Firm or any attorney in the law Firm by the Florida Bar Association or any relevant State regulatory Agency.

Notwithstanding the same, while the actions named below are neither ethics nor disciplinary complaints against the Firm, Patrick Brackins, or Clifford Shepard, they are broadly responsive to Sections e. (i) and e. (vii) of the City's Request for Letters of Interest.

1. *Bey v. The Housing Authority of the City of Winter Park, et. al.*, 6:23-cv-00539-Orl-PGB-EJK (M.D. Fla. 2023):

The case was closed January 2024 when Plaintiff failed to file an amended complaint in response to the Court's order. Originally Fourteen defendants, including two Florida County Court Judges and Patrick Brackins, were sued by a *pro se* plaintiff in the Orlando Division of the Middle District of Florida in March of 2023. As part of her claims, the *pro se* plaintiff generally denied that the laws of the State of Florida apply to her or the real property at issue, which is located in the City of Winter Park. The lawsuit was styled as a notice of removal from an ongoing county court eviction proceeding brought by the housing authority against two tenants who are relatives of the *pro se* plaintiff. Patrick Brackins is counsel for the housing authority and filed the eviction action on its behalf in the county court, 2022-CC-0022457-O. The *pro se* plaintiff is not a named defendant in the county court eviction action; however, she appeared there and attempted to assert defenses and counterclaims on behalf of the actual defendants.

Mr. Brackins filed a motion to strike as a non-attorney may not represent another person in Florida courts. The motion was granted by order of the county court on February 7, 2023. Following the order, the *pro se* plaintiff removed the action to federal court and filed a notice of removal in the county court, which stays the action pending the outcome of the federal matter. The presiding county court judge and the prior county court judge who granted the motion to strike were also named as defendants in the federal action. The basis for the eviction was the defendants' refusal to allow the landlord access to the unit to perform mold remediation, which posed a threat to the health, safety, and welfare of the tenants as well as surrounding tenants. On June 23, 2023, the Court entered an order dismissing the complaint without prejudice.

2. *Osteen Acquisitions Group LLC v. Clifford B. Shepard, Esq., Shepard, Smith, Kohlmyer & Hand, P.A., Wanda Van Dam, and Henry R. Hardy*, Volusia County Case No. 2024 11408 CIDL:

This is a lawsuit by developer against Mr. Shepard and the Firm for representing clients opposed to a development in the City of Deltona and the rural community of Osteen. The case includes counts for slander of title, interference with a business relationship, and abuse of process. The case is being vigorously defended and is expected to be resolved in favor of the firm and Mr. Shepard.

3. *Clifford B. Shepard, Esq., Shepard, Smith, Kohlmyer & Hand, P.A., Wanda Van Dam*, No. 5D2025-1617:

This is an interlocutory appeal from an order in the above-referenced matter denying a dispositive motion to dismiss. The appeal is still in the briefing process and will not be determined for many months.

(viii) Affirmative Statement: No Conflicts of Interest Exist.

(ix) Insurance

If hired, Shepard, Smith, Hand & Brackins, P.A. will add the Town of Howey-in-the-Hills to the policy as an additional insured with the ability to hold harmless, indemnify and defend the Town of Howey-in-the-Hills for losses, costs and expenses arising from liability claims resulting from alleged negligence.

Please see **Appendix E** for insurance policies including Liability Insurance, Workers' Compensation, and Certificate of Insurance for Professional and General Liability.



f. FORMS

1. Sworn Statement on Public Entity Crimes
2. Drug-Free Workplace Compliance Form

**SWORN STATEMENT PURSUANT TO SECTION 287.133 (3) (a), *FLORIDA
STATUTES*, ON PUBLIC ENTITY CRIMES**

**THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY
PUBLIC OR OTHER OFFICAL AUTHORIZED TO ADMINISTER OATHS.**

This sworn statement is submitted to the TOWN OF HOWEY-IN-THE-HILLS, FLORIDA

by: Patrick A. Brackins, Shareholder
(print individual's name and title)

for: Shepard, Smith, Hand & Brackins, P.A.
(print name of entity submitting sworn statement)

whose business address is: 2300 Maitland Center Parkway, Ste 100, Maitland, FL 32751
and (if applicable) its Federal Employer Identification Number (FEIN) is: 32-0242557
(If the entity has no FEIN, include the Social Security Number of the individual
signing this sworn statement: - - -)

I understand that a "public entity crime" as defined in Paragraph 287.133 (1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentations.

I understand that "convicted" or "conviction" as defined in Section 287.133 (1)(b), *Florida Statutes*, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or non contendere.

I understand that an "affiliate" as defined in Section 287.133(1)(a), *Florida Statutes*, means:

- a. A predecessor or successor of a person convicted of a public entity crime; or
- b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an

**SWORN STATEMENT PURSUANT TO SECTION 287.133 (3) (a), *FLORIDA
STATUTES*, ON PUBLIC ENTITY CRIMES**

arm's length agreement shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

I understand that a "person" as defined in Section 287.133(1)(e), *Florida Statutes*, means any natural person or entity organized under the laws of any state or of the United States with legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, and partners. Shareholders, employees, members, and agents who are active in management of an entity.

Based on information and belief, the statement, which I have marked below, is true in relations to the entity submitting this sworn statement. (Indicate which statement applies). Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list (attach a copy of the final order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, *FLORIDA STATUTES*, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

SWORN STATEMENT PURSUANT TO SECTION 287.133 (3) (a), FLORIDA
STATUTES, ON PUBLIC ENTITY CRIMES


Signature

STATE OF Florida

COUNTY OF Orange

The foregoing instrument was sworn to and subscribed before me this 27th day
of August, 2025 by Patrick Brackins
who is ☒ personally known to me or produced as identification:


NOTARY PUBLIC

State of Florida

Print Name: Danita Goode

Commission No.: HH 632703

Commission Expires: 2/21/2029



DANITA GOODE
Commission # HH 632703
Expires February 21, 2029

TOWN OF HOWEY-IN-THE-HILLS

DRUG-FREE WORKPLACE COMPLIANCE FORM

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more proposals, which are equal with respect to price, quality, and service, are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

(The undersigned vendor in accordance with Section 287.087, Florida Statutes, hereby certifies that Shepard, Smith, Hand & Brackins, P.A. does): (Name of Business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in Subsection 1.
4. In the statement specified in Subsection 1, notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893, *Florida Statutes*, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than 5 days after such conviction.
5. Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

TOWN OF HOWEY-IN-THE-HILLS

DRUG-FREE WORKPLACE COMPLIANCE FORM

As the person authorized to sign the statement, I certify that this form complies fully with the above requirements.

Patrick Brackins
Signature

STATE OF Florida

COUNTY OF Orange

The foregoing instrument was sworn to and subscribed before me this 27th day of August, 2025, by Patrick Brackins who is ☒ personally known to me or produced as identification:

Danita Goode
NOTARY PUBLIC



DANITA GOODE
Commission # HH 632703
Expires February 21, 2029

State of Florida

Print Name: Danita Goode

Commission No.: HH632703

Commission Expires: 2/21/2029

g. ADDITIONAL INFORMATION

1. How the Firm's Staff are Retained, Screened and Monitored

- A. **Retention.** Shepard, Smith, Hand & Brackins, P.A. seeks to provide a workload and atmosphere that aligns with high employee and client retention. Clifford B. Shepard, managing shareholder, has been leading this Firm for over 20 years. The other key partners have been with the Firm since the early days of their careers, including Patrick Brackins, who joined as an associate in 2016 and became a shareholder in 2023. Shareholders, associates, and support staff have a long history of work in the legal field with senior staff in every department.

The majority of our local government clients continue to employ our services year after year for general counsel, special counsel, litigation, and hearing or code officers. We strive to serve all our unique clients with the same attention to detail that fosters a long, happy relationship. Oftentimes, a client relationship ends only when a project or issue is resolved, not due to a lack of proper representation or counsel.

- B. **Screening.** We conduct detailed reference checks, comply with E-Verify, and confirm good standing with the Florida Bar for attorneys. We review all applicants' web presence, including social media and publications. Education and community engagement also play an important role in hiring for our Firm.
- C. **Training.** Training is provided by senior staff and partners who guide and manage newer staff with a one-on-one approach during initial probationary periods. Updated printed office procedure guidelines are provided annually and used as a reference during training. Mentoring lunches are scheduled every month, allowing each partner to meet with associates and providing an opportunity for associates to discuss case or matter issues for guidance, as well as to encourage team building. The office manager also mentors staff using this approach, with monthly lunches aimed at improving skills and identifying areas for improvement. The operations manager reviews and implements procedures to improve team processes, especially regarding billing and case management. This regular interaction allows the team to discuss and create future processes, encouraging continual growth across the Firm.

All staff members, including legal assistants, managers, and attorneys, are encouraged to pursue professional growth through continuing legal education (CLE), continuing education (CE), networking events, and speaking engagements whenever possible. Our attorneys annually attend the Florida Municipal Attorneys Association conference for additional training and networking. This year, Clifford B. Shepard served as a speaker on the topic of community redevelopment.

2. Proposed Quality Assurance Program

All incoming matters are reviewed, and deadlines are promptly added to the calendar by the staff. On the first working day of each week, the legal assistants review the calendar for the upcoming four weeks to notify the attorneys about approaching deadlines and to request work-related assignments for those matters.

Constant and prompt communication will continue with the Town of Howey-in-the-Hills' staff to address any issues, questions, or concerns as they arise.

3. Town of Howey-in-the-Hills PowerPoint Presentation.

See the attached copy of the Firm's PowerPoint presentation saved in Adobe Acrobat (.pdf) format, **a copy of which has also been provided on the USB Flash Drive accompanying this submission.**

h. STATEMENT OF AVAILABILITY

The Firm affirms that we will be available or make ourselves available for all regularly scheduled and emergency meetings or matters. In the unlikely event Mr. Brackins, Ms. New, or Ms. Osborne-Liborio are unavailable, Messrs. Shepard, Smith, Hand, and Knight are also available. The attorneys regularly keep one another informed of any planned outages and plan proactively with staff to make all necessary arrangements to cover if necessary to serve all clients effectively including the Town of Howey-in-the-Hills.

We ensure our availability both during the business day and after hours. All attorneys with the Firm utilize smartphones with email and texting capabilities and have remote connection to the Firm's data from laptops and tablets. We utilize cloud-based technology for case management and document storage, so we are always equipped to respond quickly. The Firm can send and receive documents via email attachments, scanned .pdf documents and facsimile. We are at your service.



APPENDIX A

Attorney Resumes



SHEPARD, SMITH, HAND & BRACKINS, P.A.
ATTORNEYS & COUNSELORS AT LAW

PATRICK BRACKINS

ATTORNEY AT LAW Fla. Bar No. 027520

BOARD CERTIFIED IN CITY, COUNTY & LOCAL GOVERNMENT LAW

EXPERIENCE

SHAREHOLDER

Shepard, Smith, Hand & Brackins, P.A.

SHAREHOLDER (2023-PRESENT), SENIOR ASSOCIATE (2016-2022)

Counsels and represents private and public clients as general counsel and as special counsel in all aspects of local government law and litigation through appeal. Regularly prepares and reviews ordinances, resolutions, policies, contracts, leases, briefs, and other legal documents. Experience includes serving as:

- City Attorney for Dade City and Mount Dora
- Special Counsel to the Orange County Code Enforcement Board (2021 – present)
- Special Counsel to the City of Clermont Code Enforcement Board (January 2023 – present)
- Counsel for the Winter Park Housing Authority (2018 – present)
- Local Hearing Officer for the City of Orlando (2017 – present)
- Assistant City Attorney for the cities of Apopka, Dunnellon, Edgewood, Flagler Beach, Maitland, and Mascotte; Assistant Town Attorney for the Towns of Ponce Inlet and Eatonville; and Assistant Village Attorney for the Village of Highland Park
- Assistant General Counsel to the 2020 Orange County Charter Review Commission
- Litigation, appellate and/or special counsel for multiple public and private entities, including the Cities of Jacksonville Beach, New Smyrna Beach, Satellite Beach, and the Citrus County Hospital Board

CAREER LAW CLERK, U.S. MAGISTRATE JUDGE

(2008 - 2016)

Drafted all orders and report and recommendations in even numbered civil cases; drafted substantive criminal orders; managed civil docket; and managed term law clerks.

CONTACT

✉ pbrackins@shepardfirm.com

☎ (407) 622-1772 ext. 106

🌐 Shepardfirm.com

EDUCATION

🎓 ST. THOMAS UNIVERSITY,
MIAMI GARDENS
Juris Doctor
2006

🎓 UNIVERSITY OF FLORIDA
B.A., Political Science

EXPERIENCE (CONT.)

STAFF ATTORNEY, FLA. NINTH JUDICIAL CIRCUIT

(2006 - 2008)

Drafted proposed orders and opinions on appeals and first-tier writs; drafted proposed legislation.

ACTIVITIES + PERSONAL

- Florida Bar Board Certified in City, County and Local Government Law (2021)
- Federal Bar Association Orlando Chapter:
 - President (2021 - 2022)
 - President-Elect (2020 - 2021)
 - Secretary (2019 - 2020)
 - Director at large (2018 - 2019)
 - National Delegate (2022 – 2023)
- Middle District of Florida's Bench Bar Fund Committee (2018 – 2021)
- Former board member of Christian Service Center of Central Florida (2014 - 2018)
- Eagle Scout



SHEPARD, SMITH, HAND & BRACKINS, P.A.
ATTORNEYS & COUNSELORS AT LAW

CONTACT

@ hnew@shepardfirm.com

📞 (407) 622-1772 x 107

🌐 Shepardfirm.com

EDUCATION

🎓 FLORIDA
INTERNATIONAL
UNIVERSITY COLLEGE
OF LAW
Juris Doctor
2022

🎓 UNIVERSITY OF
CENTRAL FLORIDA
B.A., Legal Studies
2017

HOLLI R. NEW

ATTORNEY AT LAW Fla. Bar No. 1047287

EXPERIENCE

ASSOCIATE

Shepard, Smith, Hand & Brackins, P.A.

(August 2023 - Present)

Assists in the representation of municipal clients. Drafts ordinances, resolutions, policies, contracts, and other legal documents. Renders oral and written legal opinions to government officials, staff, and board members. Serves as legal counsel for the Town of Eatonville Code Enforcement Board.

LAW CLERK, GOVERNMENT RELATIONS AND LOBBYING FIRM

Gazitua Letelier, P.A.

(February 2022 – December 2022)

Performed legal research on municipal resolutions and ordinances. Analyzed public policy, including proposed legislation and administrative rules, to determine the potential impact on clients. Supported clients in navigating the local procurement process.

LAW CLERK

Folds & Walker, LLC

(May 2021 – August 2021)

Drafted ordinances, resolutions, and city and departmental policies. Performed legal and factual research for impending litigation. Supported attorneys in preparing for quasi-judicial and judicial proceedings.

SKILLS

- Legal Research and Writing
- Document Review
- Contract Drafting
- Attention to Detail
- Statutory Interpretation
- Client Relationship Management



SHEPARD, SMITH, HAND & BRACKINS, P.A.
ATTORNEYS & COUNSELORS AT LAW

ABIGAYL OSBORNE-LIBORIO

ATTORNEY AT LAW

Fla. Bar No. 1063226

EXPERIENCE

ASSOCIATE

Shepard, Smith, Hand & Brackins, P.A.

(February 2025 - Present)

Assists in the representation of municipal clients and private clients. Regularly prepares and reviews ordinances, resolutions, policies, contracts, leases, and other legal documents. Prepare litigation materials, including pleadings, discovery requests and correspondence.

LAW CLERK

Shepard, Smith, Hand & Brackins, P.A.

(August 2024 – February 2025)

Performed legal research on municipal resolutions and ordinances. Analyzed public policy, including proposed legislation and administrative rules, to determine the potential impact on clients. Supported clients in navigating the local procurement process.

LEGAL SECRETARY

Goren, Cherof, Doody & Ezrol P.A.

(June 2019 - December 2021)

Managed a high volume of litigation files, ensuring accurate and timely organization and retrieval of documents. Coordinated scheduling for court appearances, depositions, and other legal events, ensuring timely preparation and execution. Drafted and edited various legal documents, including pleadings, motions, and correspondence.

FILE CLERK/OFFICE ADMINISTRATOR ASSISTANT

Goren, Cherof, Doody & Ezrol P.A.

(January 2018-May 2019)

Maintained both physical and electronic filing systems, including organizing, sorting, and retrieving documents. Assisted Office Administrator with project management, calendar management and inventory control.

SKILLS

- Legal Research and Writing
- Document Review
- Contract Drafting
- Attention to Detail
- Statutory Interpretation
- Client Relationship Management

CONTACT

✉ A Osborne-liborio@shepardfirm.com

📞 (407) 622-1772 ext. 126

🌐 Shepardfirm.com

EDUCATION

🎓 **DWAYNE O. ANDREAS
SCHOOL OF LAW AT
BARRY UNIVERSITY,
ORLANDO**

Juris Doctorate, 2024

🎓 **FLORIDA INTERNATIONAL
UNIVERSITY**

Bachelor of Science, Criminal
Justice, 2017



SHEPARD, SMITH, HAND & BRACKINS, P.A.
ATTORNEYS & COUNSELORS AT LAW

CLIFFORD B. SHEPARD

ATTORNEY AT LAW Fla. Bar No. 508799
BOARD CERTIFIED IN CITY, COUNTY & LOCAL GOVERNMENT LAW

EXPERIENCE

SHAREHOLDER/FOUNDER

Shepard, Smith, Hand & Brackins, P.A.

(2008 - PRESENT)

Counsels and represents private and public clients as general counsel and on specialized matters relating to local government law, charter review, real property, and civil litigation. Regularly prepares and reviews contracts, briefs, and other legal documents. Experience includes serving as:

- General Counsel for 2020 Orange County Charter Review Commission
- City Attorney for City of Maitland
- City Attorney for City of Apopka
- Town Attorney for the Town of Ponce Inlet
- Town Attorney for the Town of Eatonville
- Land Use Counsel for multiple public entities
- Litigation Counsel for multiple public and private entities
- General Counsel for Florida Redevelopment Association
- General Counsel for multiple Community Redevelopment Agencies
- Special Magistrate for the City of Kissimmee

ACTIVITIES + HONORS

- Florida Bar Board Certified in City County & Local Government Law
- Best Lawyers in America© – since 2018
- Florida Super Lawyer – *Law & Politics Magazine*, since 2006
- Florida Legal Elite – *Florida Trend Magazine*
- Martindale-Hubbell *Bar Register of Preeminent Lawyers®*
- Executive of the Year (2019) – Volusia League of Cities
- Certified Circuit Court and Appellate Mediator
- AV Rated – Martindale-Hubbell
- *Florida Bar Journal/News* Editorial Board - Chairman ('93-'94)
- Member - Orange County Bar Association
- Florida Academy of Professional Mediators

CONTACT

@ cshepard@shepardfirm.com

☎ (407) 622-1772 x. 101

🌐 Shepardfirm.com

EDUCATION

🎓 UNIVERSITY OF FLORIDA
COLLEGE OF LAW
Juris Doctor, 1985

🎓 UNIVERSITY OF FLORIDA
COLLEGE OF
JOURNALISM
B.S. – Newswriting & Editing,
1981

- Chairman – *Kids Beating Cancer* (1998 – 2005)
- Member - Land Planning Agency, City of Oviedo (1988-1990)
- Member - Community Associations Institute
- Teaching Fellow - University of Florida Appellate Advocacy Program

SEMINARS GIVEN

- “Charter Amendment Processes” – Sponsored by Florida Municipal Attorneys’ Association
- “Florida Sunshine Law: The Law in Plain English” – Available on DVD
- “Sunshine and Social Media: Pitfalls for the Unwary” – Sponsored by The Florida Bar
- “It’s a Mad, Mad, Ad World: Advertising Challenges for City Clerks” – Sponsored by the Florida Association for City Clerks
- “Ethics for Municipal Officials” – Sponsored by Florida League of Cities
- “CRA Basics” - Sponsored by Florida Municipal Attorneys’ Association
- “*Strand v. Escambia County*: What now?” – Sponsored by the Florida Redevelopment Association
- “Special Districts in Florida” – Sponsored by Lorman
- “Spoliation of Evidence: An Ounce of Prevention” - Sponsored by LHBZH
- “Writing that Makes a Difference” - Sponsored by the Florida Bar

BAR MEMBERSHIPS

- Florida
- Tennessee
- District of Columbia Court of Appeals
- United States Supreme Court
- United States Court of Appeals - Eleventh Circuit
- United States District Court – Southern, Middle and Northern Districts of Florida
- United States Tax Court



SHEPARD, SMITH, HAND & BRACKINS, P.A.
ATTORNEYS & COUNSELORS AT LAW

CONTACT

✉ dsmith@shepardfirm.com

☎ (407) 622-1772 ext. 102

🌐 Shepardfirm.com

EDUCATION

🎓 **WASHINGTON AND LEE
UNIVERSITY SCHOOL OF
LAW**
Juris Doctor 2002

D. ANDREW SMITH, III

ATTORNEY AT LAW Fla. Bar No. 0583650

BOARD CERTIFIED IN CITY, COUNTY & LOCAL GOVERNMENT LAW

EXPERIENCE

SHAREHOLDER

Shepard, Smith, Hand & Brackins, P.A.

(2008 - Present)

Currently serves as City Attorney for the Cities of Flagler Beach and Edgewood, as Assistant City Attorney and Code Enforcement Prosecuting Attorney for the Cities of Maitland, Ponce Inlet, and Mount Dora, and as Code Enforcement Hearing Officer for the City of St. Cloud; has served as Special Counsel to the Cities of DeBary and Winter Springs; Special Litigation Counsel to the City of Eustis; and as Special Counsel and Charter Review Facilitator to the City of Winter Garden.

SHAREHOLDER

Langston, Hess, Bolton, Shepard & Augustine, P.A.

(2007 - 2008)

Served as Assistant City Attorney to the Cities of Maitland, Mount Dora, and Edgewood, Assistant Town Attorney to the Town of Ponce Inlet, and as Special Counsel to the City of Winter Garden.

ASSOCIATE

Langston, Hess, Bolton, Shepard & Augustine, P.A.

(2004 - 2007)

Served as Assistant City Attorney to the Cities of Maitland and Mount Dora, and Assistant Town Attorney to the Town of Ponce Inlet.

ASSOCIATE

Shepard Law Offices, P.A.

(2002 - 2004)

Served as Assistant City Attorney to the City of Maitland and Assistant Town Attorney to the Town of Windermere.

ACTIVITIES + HONORS

- Florida Bar Board Certified in City County & Local Government Law
- AV Rated – Martindale-Hubbell Legal Directory: 2012 - Present
- Florida Super Lawyers – Law & Politics Magazine: 2023, 2024
- Attorneys of the Year – Orlando Style Magazine: 2024
- Florida Super Lawyers Rising Star – Law & Politics Magazine: 2012 - 2016
- Member – Orange County Bar Association; City, County and Local Government Law Section of the Florida Bar; Environmental and Land Use Law Section of the Florida Bar; Florida Municipal Attorneys' Association
- That Others May Live Foundation, a private charity organized to provide scholarships, support, and aid to families of fallen and gravely injured United States Air Force Rescue Personnel
- Case Review Author – Washington and Lee University School of Law Environmental Law Journal: 2001 - 2002

SEMINARS GIVEN

- City of Flagler Beach Citizens Academy – “The Role of City Attorney,” 2015, 2016, 2017, 2018, 2019, 2022, 2023, 2024, 2025
- Florida Association of Code Enforcement Officers – “Constitutional Issues,” 2025
- Central Florida Code Enforcement Officers Association – “Constitutional Search and Seizure Protections and Best Practices,” October 2019
- FLC University – “Building a Culture of Ethics,” November 2011
- Lorman Education Services – “Special Districts in Florida,” September 2006
- National Business Institute – “Comprehensive Planning,” November 2005



SHEPARD, SMITH, HAND & BRACKINS, P.A.
ATTORNEYS & COUNSELORS AT LAW

ANDREW J. HAND

ATTORNEY AT LAW Fla. Bar No. 35859

BOARD CERTIFIED IN CITY, COUNTY & LOCAL GOVERNMENT LAW

EXPERIENCE

SHAREHOLDER

Shepard, Smith, Hand & Brackins, P.A.

(2008 - Present)

Representation regarding local government matters, land use, real property, CRAs, business, and litigation. Advised clients in all areas of law related to municipal government, drafted development documents, drafted municipal ordinances, provided extensive advice to local governments regarding Florida growth management law, provided advice to local governments regarding utilities, environmental issues, and provided advice regarding general municipal issues. Assisted clients in all aspects of business representation and complex commercial litigation. Assisted clients in commercial real estate closings, and advised clients regarding “green” development issues.

- City Attorney – City of Mount Dora, Florida
- City Attorney – City of Dunnellon, Florida
- City Attorney – City of Mascotte, Florida
- City Attorney – City of Webster, Florida
- Village Attorney – Village of Highland Park
- Florida Redevelopment Association – Asst. General Counsel
- Hearing Officer – Orange County, Florida

ADJUNCT PROFESSOR OF FLORIDA LAND USE

LAW University of Florida, Frederic G. Levin College of Law
(2009)

Designed and taught an upper-level law course. Florida Land Use Law (LAW6930, Section 5457) is a “practitioner-oriented” course addressing land use law specific to the State of Florida. The course curriculum focuses on the necessity, history, and implementation of growth management controls in Florida and addresses county and municipal authority to regulate requirements mandated by Florida’s Growth Management Act, comprehensive planning in Florida, zoning ordinances, creative land use controls, CRAs, CDDs, Florida takings law, and litigation relating to land use disputes.

CONTACT

@ ahand@shepardfirm.com

☎ (407) 622-1772 ext. 104

🌐 Shepardfirm.com

EDUCATION

🎓 UNIVERSITY OF FLORIDA,
LEVIN COLLEGE OF LAW
LL.M., Environmental and
Land Use
2009

🎓 Juris Doctor (cum laude)
2006

EXPERIENCE (CONT.)

ASSOCIATE

Langston, Hess, Bolton, Shepard & Augustine, P.A.

(2007 - 2008)

Representation regarding local government matters, land use, real property, CRAs, business, and litigation.

EDUCATION

UNIVERSITY OF FLORIDA, FREDERIC G. LEVIN COLLEGE OF LAW

L.L.M. Environmental and Land Use Law, *May 2009*

Juris Doctor (cum laude), *December 2006*

UNIVERSITY OF FLORIDA, WARRINGTON COLLEGE OF BUSINESS

Master of Science in Real Estate, *May 2006*

B.S. Business Administration (cum laude), *May 2002*

ACTIVITIES + HONORS

- Orlando's Attorneys of the Year – Orlando Style Magazine: 2023
- Florida Super Lawyers Rising Star – Law & Politics Magazine: 2020
- Florida Bar Board Certified in City, County and Local Government Law
- LEED® AP (Leadership in Energy and Environmental Design Accredited Professional)
- Planning Award for Town of Marineland Unified Land Development Code – Awarded by American Planning Association, Florida Chapter

SEMINARS GIVEN

- Florida Redevelopment Association - "CRA: What you Need to Know" (October 2016)
- University of Florida, Levin College of Law, Marine and Coastal Law - "Dark Sky Legislation by Local Governments" (March 2010)
- Florida Brownfields Association - "Brownfields & Green Development" (November 2009) Moderator
- University of Florida, Levin College of Law Conservation Clinic - "A Normative Analysis of Transferable Development Rights in Florida and their Role in Takings Analysis" (April 2009)



SHEPARD, SMITH, HAND & BRACKINS, P.A.
ATTORNEYS & COUNSELORS AT LAW

CONTACT

@ rknight@shepardfirm.com

(407) 622-1772 x. 111

Shepardfirm.com

EDUCATION

 FLORIDA COASTAL
SCHOOL OF LAW
Juris Doctor
2011

RYAN G. KNIGHT

ATTORNEY AT LAW Fla. Bar No. 91503

EXPERIENCE

SENIOR ASSOCIATE

Shepard, Smith, Hand & Brackins, P.A.

(June 2023 - PRESENT)

Attorney for the Town of Melbourne Beach and Special Magistrate for the City of Edgewater; Representation of all the firm's municipal clients, Condominium/HOA Associations, and representation of clients in commercial and complex litigation.

PARTNER

Boyd & Jenerette, P.A.

(August 2021-January 2022)

SENIOR ASSOCIATE

(August 2018 – August 2021)

Perform all aspects of complex construction defect litigation as lead attorney representing contractors in both public and private construction arenas for projects including condominiums, multi-family and single-family housing, and commercial construction projects. Advised clients on risk management and legal compliance issues. Representation includes clients with exposure in excess of four million dollars and cases in excess of twenty million dollars as lead attorney.

ASSOCIATE

Law Offices of Jack D. Evans

(September 2013 – August 2018)

Litigated insurance defense cases as lead counsel including premises liability, automobile liability, and construction defect litigation.

ASSISTANT PUBLIC DEFENDER – FELONY DIVISION

Office of Public Defender, 7th Judicial Circuit

(2012 - 2013)

Trial experience includes ten jury selections, six jury trials and three bench trials as first-chair attorney and additional four jury trials as second-chair attorney. Responsible for all aspects of misdemeanor and felony trial including: direct/cross examination, opening/closing arguments, introduction of evidence, admissibility of evidence, impeachment and trial objections. Managed caseload of over 150 cases before the Honorable David H. Foxman and Honorable Michael Hutchinson.



APPENDIX B

Licenses to do Business in the State of Florida & W-9 Form

Tax Collector Scott Randolph

Local Business Tax Receipt

Orange County, Florida

2025

EXPIRES

SEPTEMBER 30, 2025

5000-1057048

5000 LAW FIRM

\$30.00

5 EMPLOYEE(S)

TOTAL TAX \$ 33.00
PREVIOUSLY PAID \$ 33.00
TOTAL DUE \$ 0.00

SHEPARD CLIFFORD B - DIRECTOR

SHEPARD SMITH HAND & BRACKINS P.A
SHEPARD CLIFFORD B - DIRECTOR
2300 MAITLAND CENTER PKWY #100
MAITLAND, FL 32751

2300 MAITLAND CENTER PKWY 1-
E - MAITLAND - 32751

Paid 33.00

07/11/2008

Tax Collector Scott Randolph

Local Business Tax Receipt

Orange County, Florida

This local Business Tax Receipt is in addition to and not in lieu of any other tax required by law or municipal ordinance. Businesses are subject to regulation of zoning, health and other lawful authorities. This receipt is valid from October 1 through September 30 of receipt year. Delinquent penalty is added October 1.

2025

EXPIRES

SEPTEMBER 30, 2025

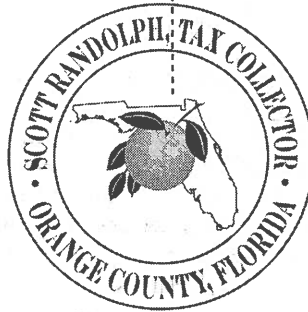
5000-1057048

5000 LAW FIRM

\$30.00

5 EMPLOYEE(S)

TOTAL TAX \$ 33.00
PREVIOUSLY PAID \$ 33.00
TOTAL DUE \$ 0.00



SHEPARD CLIFFORD B - DIRECTOR

2300 MAITLAND CENTER PKWY 1-
E - MAITLAND - 32751

SHEPARD SMITH HAND & BRACKINS P.A
SHEPARD CLIFFORD B - DIRECTOR
2300 MAITLAND CENTER PKWY #100
MAITLAND, FL 32751

Paid

\$ 33.00

07/11/2008

This receipt is official when validated by the Tax Collector.



City of Maitland

1776 Independence Lane, Maitland, FL 32751
(407)539-6248

BUSINESS LICENSE CERTIFICATE

Business Tax Receipt

Business Name: SHEPARD, SMITH, HAND & BRACKINS, P.A.

Business Location: 2300 MAITLAND CTR PKWY 100
MAITLAND, FL 32751

Owner:

License Number: 7438

Issued Date: 9/30/2024

Expiration Date: 9/30/2025

Type Of Business: Legal Services

Business Type(s): 922130 Legal Counsel and Prosecution

Mailing Address: 2300 MAITLAND CTR PKWY #100
MAITLAND, FL 32751

License Type: BTR

Classification: Business Tax Receipt

Fees Paid: \$161.99

NOT VALID UNLESS SIGNED BY CITY OFFICIAL

The person, firm, or corporation named above is hereby granted this receipt for fees paid to the City of Maitland for the business described above for the period indicated. Granting of this receipt does not entitle the holder to operate or maintain a business in violation of law or ordinance. The City of Maitland does not guarantee the qualifications of the holder of this receipt.

TO BE POSTED IN A CONSPICUOUS PLACE

2025

EXPIRES

SEPTEMBER 30, 2025

3002-0604892

3002 ATTORNEY

\$30.00

0

TOTAL TAX \$ 33.00
 PREVIOUSLY PAID \$ 33.00
 TOTAL DUE \$ 0.00

SHEPARD CLIFFORD B

SHEPARD SMITH HAND & BRACKINS P A
 SHEPARD CLIFFORD B
 2300 MAITLAND CENTER PKWY #100
 MAITLAND, FL 32751-5647

2300 MAITLAND CENTER PKWY 1st
 E - MAITLAND - 32751
 0508799

Paid 33.00

09/30/2005

Tax Collector Scott Randolph

Local Business Tax Receipt

Orange County, Florida

This local Business Tax Receipt is in addition to and not in lieu of any other tax required by law or municipal ordinance. Businesses are subject to regulation of zoning, health and other lawful authorities. This receipt is valid from October 1 through September 30 of receipt year. Delinquent penalty is added October 1.

2025

EXPIRES

SEPTEMBER 30, 2025

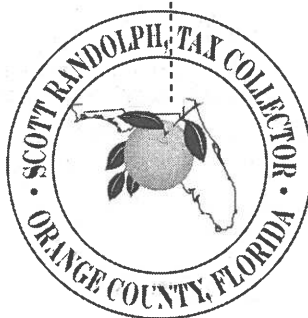
3002-0604892

3002 ATTORNEY

\$30.00

0

TOTAL TAX \$ 33.00
 PREVIOUSLY PAID \$ 33.00
 TOTAL DUE \$ 0.00



SHEPARD CLIFFORD B

2300 MAITLAND CENTER PKWY 1st
 E - MAITLAND - 32751
 0508799

Paid

\$ 33.00

09/30/2005

SHEPARD SMITH HAND & BRACKINS P A
 SHEPARD CLIFFORD B
 2300 MAITLAND CENTER PKWY #100
 MAITLAND, FL 32751-5647

This receipt is official when validated by the Tax Collector.



City of Maitland

1776 Independence Lane, Maitland, FL 32751
 (407)539-6248

PROFESSIONAL LICENSE CERTIFICATE

Business Tax Receipt

Issued To: SHEPARD, SMITH, HAND & BRACKINS,
 P.A.

Mailing Address: 2300 MAITLAND CTR PKWY 100
 MAITLAND, FL 32751

License Number: 5174

Issued Date: 9/30/2024

Expiration Date: 9/30/2025

State Regulatory Number: 508799

License Holder Name: SHEPARD, CLIFF

Business Name: SHEPARD, SMITH, HAND & BRACKINS, P.A.

Occupational List: Attorney

License Type: PBTR

Classification: Professional Business Tax Receipt

Fees Paid: \$16.20

NOT VALID UNLESS SIGNED BY CITY OFFICIAL

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TO BE POSTED IN A CONSPICUOUS PLACE

Tax Collector Scott Randolph

Local Business Tax Receipt

Orange County, Florida

2025

EXPIRES

SEPTEMBER 30, 2025

3002-0604893

3002 ATTORNEY

\$30.00

0

TOTAL TAX \$ 33.00
 PREVIOUSLY PAID \$ 33.00
 TOTAL DUE \$ 0.00

SMITH III D ANDREW

SHEPARD SMITH HAND & BRACKINS P A
 SMITH III D ANDREW
 2300 MAITLAND CENTER PKWY #100
 MAITLAND, FL 32751-5647

2300 MAITLAND CENTER PKWY -
 E - MAITLAND - 32751
 0583650

Paid 33.00

09/30/2005

Tax Collector Scott Randolph

Local Business Tax Receipt

Orange County, Florida

This local Business Tax Receipt is in addition to and not in lieu of any other tax required by law or municipal ordinance. Businesses are subject to regulation of zoning, health and other lawful authorities. This receipt is valid from October 1 through September 30 of receipt year. Delinquent penalty is added October 1.

2025

EXPIRES

SEPTEMBER 30, 2025

3002-0604893

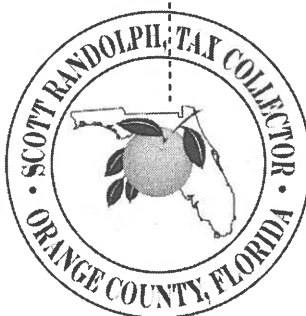
3002 ATTORNEY

\$30.00

0

TOTAL TAX \$ 33.00
 PREVIOUSLY PAID \$ 33.00
 TOTAL DUE \$ 0.00

SMITH III D ANDREW



SHEPARD SMITH HAND & BRACKINS P A
 SMITH III D ANDREW
 2300 MAITLAND CENTER PKWY #100
 MAITLAND, FL 32751-5647

2300 MAITLAND CENTER PKWY -
 E - MAITLAND - 32751
 0583650

Paid

\$ 33.00

09/30/2005

This receipt is official when validated by the Tax Collector.



City of Maitland

1776 Independence Lane, Maitland, FL 32751
 (407)539-6248

PROFESSIONAL LICENSE CERTIFICATE

Business Tax Receipt

Issued To: SHEPARD, SMITH, HAND & BRACKINS,
 P.A.

Mailing Address: 2300 MAITLAND CTR PKWY 100
 MAITLAND, FL 32751

License Number: 5175

Issued Date: 9/30/2024

Expiration Date: 9/30/2025

State Regulatory Number: 583650

License Holder Name: SMITH, DREW

Business Name: SHEPARD, SMITH, HAND & BRACKINS, P.A.

Occupational List: Attorney

License Type: PBTR

Classification: Professional Business Tax Receipt

Fees Paid: \$16.20

NOT VALID UNLESS SIGNED BY CITY OFFICIAL

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TO BE POSTED IN A CONSPICUOUS PLACE

Tax Collector Scott Randolph**Local Business Tax Receipt****Orange County, Florida****2025****EXPIRES****SEPTEMBER 30, 2025**

3002-1057049

3002 ATTORNEY

\$30.00

0

TOTAL TAX \$ 33.00
PREVIOUSLY PAID \$ 33.00
TOTAL DUE \$ 0.00

HAND ANDREW J

SHEPARD SMITH HAND & BRACKINS P A
HAND ANDREW J
2300 MAITLAND CENTER PKWY #100
MAITLAND, FL 32751

2300 MAITLAND CENTER PKWY 1-
E - MAITLAND - 32751
0035859

Paid 33.00

07/11/2008

Tax Collector Scott Randolph**Local Business Tax Receipt****Orange County, Florida**

This local Business Tax Receipt is in addition to and not in lieu of any other tax required by law or municipal ordinance. Businesses are subject to regulation of zoning, health and other lawful authorities. This receipt is valid from October 1 through September 30 of receipt year. Delinquent penalty is added October 1.

2025**EXPIRES****SEPTEMBER 30, 2025**

3002-1057049

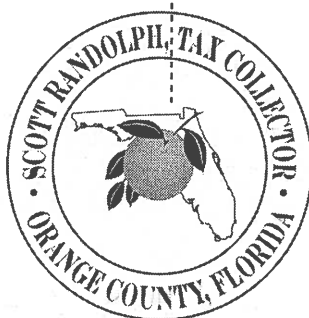
3002 ATTORNEY

\$30.00

0

TOTAL TAX \$ 33.00
PREVIOUSLY PAID \$ 33.00
TOTAL DUE \$ 0.00

HAND ANDREW J



2300 MAITLAND CENTER PKWY 1-
E - MAITLAND - 32751
0035859

Paid

\$ 33.00

07/11/2008

SHEPARD SMITH HAND & BRACKINS P A
HAND ANDREW J
2300 MAITLAND CENTER PKWY #100
MAITLAND, FL 32751

**City of Maitland**

1776 Independence Lane, Maitland, FL 32751
(407)539-6248

PROFESSIONAL LICENSE CERTIFICATE**Business Tax Receipt**

Issued To: SHEPARD, SMITH, HAND & BRACKINS,
P.A.

Mailing Address: 2300 MAITLAND CTR PKWY 100
MAITLAND, FL 32751

License Number: 7437

Issued Date: 9/30/2024

Expiration Date: 9/30/2025

State Regulatory Number: 35859

License Holder Name: HAND, ANDREW J.

Business Name: SHEPARD, SMITH, HAND & BRACKINS, P.A.

Occupational List: Attorney

License Type: PBTR

Classification: Professional Business Tax Receipt

Fees Paid: \$16.20

NOT VALID UNLESS SIGNED BY CITY OFFICIAL

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TO BE POSTED IN A CONSPICUOUS PLACE

2025

EXPIRES

SEPTEMBER 30, 2025

3002-1178149

3002 ATTORNEY

\$30.00

0

TOTAL TAX \$ 33.00
 PREVIOUSLY PAID \$ 33.00
 TOTAL DUE \$ 0.00

BRACKINS A PATRICK

2300 MAITLAND CENTER PKWY 1-
 E - MAITLAND - 32751
 027520

Paid 33.00

11/16/2016

SHEPARD SMITH HAND & BRACKINS P A
 BRACKINS PATRICK A
 2300 MAITLAND CENTER PKWY
 SUITE 100
 MAITLAND. FL 32751

Tax Collector Scott Randolph

Local Business Tax Receipt

Orange County, Florida

This local Business Tax Receipt is in addition to and not in lieu of any other tax required by law or municipal ordinance. Businesses are subject to regulation of zoning, health and other lawful authorities. This receipt is valid from October 1 through September 30 of receipt year. Delinquent penalty is added October 1.

2025

EXPIRES

SEPTEMBER 30, 2025

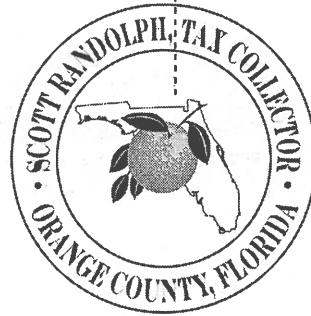
3002-1178149

3002 ATTORNEY

\$30.00

0

TOTAL TAX \$ 33.00
 PREVIOUSLY PAID \$ 33.00
 TOTAL DUE \$ 0.00



BRACKINS A PATRICK

2300 MAITLAND CENTER PKWY 1-
 E - MAITLAND - 32751
 027520

Paid

\$ 33.00

11/16/2016

SHEPARD SMITH HAND & BRACKINS P A
 BRACKINS PATRICK A
 2300 MAITLAND CENTER PKWY
 SUITE 100
 MAITLAND. FL 32751

This receipt is official when validated by the Tax Collector.



City of Maitland

1776 Independence Lane, Maitland, FL 32751
 (407)539-6248

PROFESSIONAL LICENSE CERTIFICATE

Business Tax Receipt

Issued To: SHEPARD, SMITH, HAND & BRACKINS,
 P.A.

Mailing Address: 2300 MAITLAND CENTER PKWY 100
 MAITLAND, FL 32751

License Number: 11649

Issued Date: 9/30/2024

Expiration Date: 9/30/2025

State Regulatory Number: 27520

License Holder Name: BRACKINS, PATRICK A.

Business Name: SHEPARD, SMITH, HAND & BRACKINS, P.A.

Occupational List: Attorney

License Type: PBTR

Classification: Professional Business Tax Receipt

Fees Paid: \$16.20

NOT VALID UNLESS SIGNED BY CITY OFFICIAL

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TO BE POSTED IN A CONSPICUOUS PLACE

Tax Collector Scott Randolph

Local Business Tax Receipt

Orange County, Florida

2025

EXPIRES

SEPTEMBER 30, 2025

3002-1239683

3002 ATTORNEY

\$30.00

0

TOTAL TAX \$ 33.00
PREVIOUSLY PAID \$ 33.00
TOTAL DUE \$ 0.00

KNIGHT RYAN GARRETT

SHEPARD SMITH HAND & BRACKINS P A
KNIGHT RYAN GARRETT
2300 MAITLAND CENTER PKWY STE 100
MAITLAND, FL 32751

2300 MAITLAND CENTER PKWY 1-
E - MAITLAND - 32751
91503

Paid 33.00

06/27/2023

Tax Collector Scott Randolph

Local Business Tax Receipt

Orange County, Florida

This local Business Tax Receipt is in addition to and not in lieu of any other tax required by law or municipal ordinance. Businesses are subject to regulation of zoning, health and other lawful authorities. This receipt is valid from October 1 through September 30 of each year. Delinquent penalty is added October 1.

2025

EXPIRES

SEPTEMBER 30, 2025

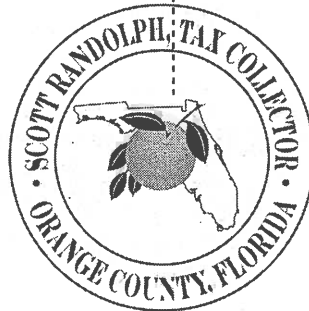
3002-1239683

3002 ATTORNEY

\$30.00

0

TOTAL TAX \$ 33.00
PREVIOUSLY PAID \$ 33.00
TOTAL DUE \$ 0.00



KNIGHT RYAN GARRETT

SHEPARD SMITH HAND & BRACKINS P A
KNIGHT RYAN GARRETT
2300 MAITLAND CENTER PKWY STE 100
MAITLAND, FL 32751

2300 MAITLAND CENTER PKWY -
E - MAITLAND - 32751
91503

Paid \$ 33.00

06/27/2023

This receipt is official when validated by the Tax Collector.



City of Maitland

1776 Independence Lane, Maitland, FL 32751
(407)539-6248

PROFESSIONAL LICENSE CERTIFICATE

Business Tax Receipt

Issued To: SHEPARD, SMITH, HAND & BRACKINS,
P.A.

Mailing Address: 2300 Maitland Center Prky Suite 100 Suite
100
Maitland, FL 32751

License Number: PBTR-022340-2023

Issued Date: 9/30/2024

Expiration Date: 9/30/2025

State Regulatory Number: 91503

License Holder Name: Ryan G. Knight

Business Name: SHEPARD, SMITH, HAND & BRACKINS, P.A.

Occupational List: Attorney

License Type: PBTR

Classification: Professional Business Tax Receipt

Fees Paid: \$16.20

NOT VALID UNLESS SIGNED BY CITY OFFICIAL

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TO BE POSTED IN A CONSPICUOUS PLACE

2025

EXPIRES

SEPTEMBER 30, 2025

3002-1241821

3002 ATTORNEY

\$30.00

0

TOTAL TAX \$ 33.00
 PREVIOUSLY PAID \$ 33.00
 TOTAL DUE \$ 0.00

NEW HOLLI RAY

SHEPARD SMITH HAND & BRACKINS P A
 NEW HOLLI RAY
 2300 MAITLAND CENTER PKWY #100
 MAITLAND, FL 32751-5647

2300 MAITLAND CENTER PKWY 1 -
 E - MAITLAND - 32751
 1047287

Paid 33.00

10/11/2023

Tax Collector Scott Randolph

Local Business Tax Receipt

Orange County, Florida

This local Business Tax Receipt is in addition to and not in lieu of any other tax required by law or municipal ordinance. Businesses are subject to regulation of zoning, health and other lawful authorities. This receipt is valid from October 1 through September 30 of receipt year. Delinquent penalty is added October 1.

2025

EXPIRES

SEPTEMBER 30, 2025

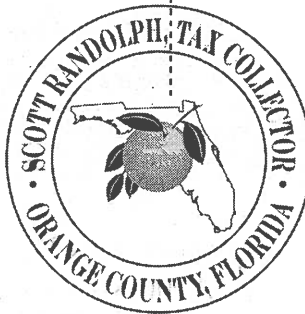
3002-1241821

3002 ATTORNEY

\$30.00

0

TOTAL TAX \$ 33.00
 PREVIOUSLY PAID \$ 33.00
 TOTAL DUE \$ 0.00



NEW HOLLI RAY

SHEPARD SMITH HAND & BRACKINS P A
 NEW HOLLI RAY
 2300 MAITLAND CENTER PKWY #100
 MAITLAND, FL 32751-5647

2300 MAITLAND CENTER PKWY 1 -
 E - MAITLAND - 32751
 1047287

Paid \$ 33.00

10/11/2023

This receipt is official when validated by the Tax Collector.



City of Maitland

1776 Independence Lane, Maitland, FL 32751
 (407)539-6248

PROFESSIONAL LICENSE CERTIFICATE

Business Tax Receipt

Issued To: SHEPARD, SMITH, HAND & BRACKINS,
 P.A.

Mailing Address: 2300 Maitland Center Prky Suite 100 Suite
 100
 Maitland, FL 32751

License Number: PBTR-022637-2023

Issued Date: 9/30/2024

Expiration Date: 9/30/2025

State Regulatory Number: 1047287

License Holder Name: Holli R. New

Business Name: SHEPARD, SMITH, HAND & BRACKINS, P.A.

Occupational List: Attorney

License Type: PBTR

Classification: Professional Business Tax Receipt

Fees Paid: \$16.20

NOT VALID UNLESS SIGNED BY CITY OFFICIAL

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TO BE POSTED IN A CONSPICUOUS PLACE

Tax Collector Scott Randolph**Local Business Tax Receipt****Orange County, Florida****2026****EXPIRES SEPTEMBER 30, 2026**

3002-1253900

3002 LAWYER PROVIDING LEGAL SE \$45.00

TOTAL TAX \$ 45.00
PREVIOUSLY PAID \$ 45.00
TOTAL DUE \$ 0.00

OSBORNE-LIBORIO ABIGAYLE

2300 MAITLAND CENTER PKWY S-
E - MAITLAND - 32751
1063226

SHEPARD, SMITH, HAND & BRACKINS,
P.A.
2300 MAITLAND CENTER PKWY STE 100
MAITLAND, FL 32751-7410

Paid \$ 45.00 INT-25-00783719 07/23/2025

Tax Collector Scott Randolph**Local Business Tax Receipt****Orange County, Florida**

This local Business Tax Receipt is in addition to and not in lieu of any other tax required by law or municipal ordinance. Businesses are subject to regulation of zoning, health and other lawful authorities. This receipt is valid from October 1 through September 30 of receipt year. **Delinquent penalty is added October 1.**

2026**EXPIRES SEPTEMBER 30, 2026**

3002-1253900

3002 LAWYER PROVIDING LEGAL SE \$45.00

TOTAL TAX \$ 45.00
PREVIOUSLY PAID \$ 45.00
TOTAL DUE \$ 0.00



OSBORNE-LIBORIO ABIGAYLE

2300 MAITLAND CENTER PKWY S-
E - MAITLAND - 32751
1063226

SHEPARD, SMITH, HAND & BRACKINS,
P.A.
2300 MAITLAND CENTER PKWY STE 100
MAITLAND, FL 32751-7410

Paid \$ 45.00 INT-25-00783719 07/23/2025

This receipt is official when validated by the Tax Collector.

**City of Maitland**

1776 Independence Lane, Maitland, FL 32751
(407)539-6248

PROFESSIONAL LICENSE CERTIFICATE**Business Tax Receipt**

Issued To: SHEPARD, SMITH, HAND & BRACKINS,
P.A.

Mailing Address: 2300 Maitland Center Prky Suite 100 Suite
100
Maitland, FL 32751

License Number: PBTR-024514-2025

Issued Date: 7/2/2025

Expiration Date: 9/30/2025

State Regulatory Number: 1063226

License Holder Name: Abigayle Osborne-Liborio

Business Name: Shepard, Smith, Hand & Brackins, P.A.

Occupational List: Attorney

License Type: PBTR

Classification: Professional Business Tax Receipt

Fees Paid: \$4.08

NOT VALID UNLESS SIGNED BY CITY OFFICIAL

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TO BE POSTED IN A CONSPICUOUS PLACE

**Request for Taxpayer
Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the
requester. Do not
send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) Shepard, Smith, Hand & Brackins, P.A.	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor ☐ C corporation ☒ S corporation ☐ Partnership ☐ Trust/estate ☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐	
	5 Address (number, street, and apt. or suite no.). See instructions. 2300 Maitland Center Pkwy, Ste 100 6 City, state, and ZIP code Maitland, FL 32751 7 List account number(s) here (optional)	Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
			-				-	
or								
Employer identification number								
3	2		-	0	2	4	2	5 5 7

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person <i>Anna G. Rosen</i>	Date <i>1/3/25</i>
-----------	--	-----------------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they



APPENDIX C

List of Public Sector Clients 5 years

CLIENT LIST

Client Name	Position	Duration
Apopka	City Attorney	2014-2022, 2023-present
Avon Park	CRA Attorney	2024-present
Clermont	Code Enforcement Officer	2022-present
Dade City	City Attorney	2023-present
<i>Davenport</i>	<i>City Attorney</i>	<i>2017-2020</i>
Dunnellon	City Attorney	2013-present
Eatonville	Town Attorney	2022-present
Edgewater	Special Magistrate	2025-present
Edgewood	City Attorney	2008-present
Flagler Beach	City Attorney	2008-present
Florida Redevelopment Association	General Counsel	2010-present
Fort Myers	CRA Attorney	2023-present
Highland Park	Village Attorney	2023-present
<i>Howey-in-the-Hills</i>	<i>Special Magistrate</i>	<i>2022</i>
Jacksonville Beach	CRA Attorney & General Counsel	2011-present
Kissimmee	Special Magistrate	2021-present
Lake Wales	CRA Attorney	2024-present
Maitland	City Attorney	1998-present
Mascotte	City Attorney	2008-present
Melbourne Beach	Town Attorney	2024-present
Mount Dora	City Attorney	2008-2016, 2023-present
<i>New Smyrna Beach</i>	<i>Special Counsel</i>	<i>2019-2024</i>
<i>Ocala</i>	<i>Special Counsel</i>	<i>2022-2023</i>
Orange County	Officer	2020-present
Orlando	Hearing Officer	2018-present
<i>Ormond Beach</i>	<i>Special Counsel</i>	<i>2023-2024</i>
<i>Palm Coast</i>	<i>Special Counsel</i>	<i>2020</i>
Pensacola	CRA Attorney	2024-present
Ponce Inlet	Town Attorney	2008-present
<i>Port Richey</i>	<i>Special Counsel</i>	<i>2020-2022</i>
Saint Cloud	Special Magistrate	2015-present
Sebring	CRA Attorney	2022-present
Tampa	CRA Attorney	2024-present
Webster	City Attorney	2025-present
<i>Winter Garden</i>	<i>Special Counsel</i>	<i>2008,2015,2016,2019,2023-2024</i>
Winter Park Housing Authority	General Counsel	2018-current
Winter Springs	Special Counsel	2021-2022



APPENDIX D

Sample Billing Invoices for Public Sector Clients

Edna Rosen

From: Victoria Pedane <vpedane@howey.org>
Sent: Wednesday, August 13, 2025 3:49 PM
To: Edna Rosen
Subject: Re: Howey-In-The-Hills RFP 2025-006

Good afternoon Edna,

Thank you for reaching out. A representative sample will suffice. I confirmed this with the Town Manager, and he advised that you may use your best judgment and discretion in determining the number of invoices to include.

Best,

Victoria Pedane
Executive Assistant to the Office of the Town Manager
Town of Howey-in-the-Hills
101 N. Palm Avenue | P.O. Box 128 | Howey-in-the-Hills, FL 34737
Town Hall 352-324-2290
vpedane@howey.org | www.howey.org



PLEASE NOTE: Florida has a very broad public records law. Most written communications to or from the Town of Howey-in-the-Hills regarding public business are public records available to the public and media upon request. Your e-mail communications may be subject to public disclosure. If you do not want your e-mail address released in response to a public records request, contact this office by phone. If you are NOT the intended recipient, be advised that you have received this e-mail in error and that any use, dissemination, forwarding, printing, or copying of this e-mail is strictly prohibited.

Confidentiality Notice: This message and any attachments are for the sole use of the intended recipient(s) and may contain confidential and privileged information that is exempt from public disclosure. Any unauthorized review, use, disclosure, or distribution is prohibited. If you have received this message in error, please contact the sender and then destroy all copies of the original message.

From: Edna Rosen <erosen@shepardfirm.com>
Sent: Wednesday, August 13, 2025 1:13 PM

To: Victoria Pedane <vpedane@howey.org>
Cc: Patrick Brackins <pbrackins@shepardfirm.com>
Subject: Howey-In-The-Hills RFP 2025-006

Caution: This email originated from outside the organization. DO NOT CLICK links or open attachments unless you recognize the sender and know the content is safe.

Good Afternoon,

We are interested in submitting a proposal in regards to the above reference RFP and had a question. The request asks for

“Copies of billing invoices for all public sector clients for the last 12 months in accordance with public records laws”.

Since 80% of our clients fall under that category, this would result in 1,200-3,000 pages, or more, just to fulfill this item of the RFP.

Would a sampling of invoices suffice, in this instance?

Please let me know how you would like us to proceed in order to comply with this portion of the RFP.

Thank you.

EDNA ROSÉN | OFFICE MANAGER/ACCOUNTANT



**SHEPARD, SMITH,
HAND & BRACKINS, P.A.**
2300 MAITLAND CENTER PKWY, STE 100
MAITLAND, FL 32751
OFFICE: 407.622.1772 x109
FAX: 407.326.3349
SHEPARDFIRM.COM



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SHEPARD, SMITH, HAND & BRACKINS, P.A.
ATTORNEYS & COUNSELORS AT LAW

INVOICE

Shepard, Smith, Hand & Brackins, P.A.
2300 Maitland Center Parkway, Suite 100
Maitland, FL 32751

Invoice #: 25591
Date: 07-31-2025

City of Maitland

Matter Number:080022 - City of Maitland - General Counsel - Local Government

Services

Date	Atty	Description	Quantity	Rate	Total
07-01-25	AOL	Review, analyze and provide comments re: documents received from FLOC re: Live local act and amendments effective July 1, 2025	0.80	225.00	\$180.00
07-01-25	AOL	Email correspondence to DAS re: live local act 2025 amendments	0.10	225.00	\$22.50
07-01-25	AOL	Email correspondence to FLOC re: live local act documents and 2025 amendments	0.10	225.00	\$22.50
07-01-25	DAS	Review election qualifying amendment ordinance	0.40	250.00	\$100.00
07-01-25	DAS	Receive and review memo and research materials from AOL re: live local process and ensuring compliance	0.80	250.00	\$200.00
07-01-25	DAS	Review Valencia College Education Services Agreement; reply to Shannon Lewis re: same	1.20	250.00	\$300.00
07-01-25	DAS	Receive and review research materials from HN re: special service charges for public records requests; forward same to Lori Hollingsworth	0.60	250.00	\$150.00
07-01-25	AOL	Receive and review email correspondence from Lori Hollingsworth re: Ordinance Enacting New City Code - Recodification	0.10	225.00	\$22.50
07-07-25	DAS	Telephone conference with Lori Hollingsworth re: records requests; review forwarded email re: same	0.30	250.00	\$75.00

07-07-25	DAS	Receive and review email from Lori Hollingsworth re: request to tour offices	0.10	250.00	\$25.00
07-08-25	DAS	Telephone conference with Shannon Lewis re: HVAC contract	0.30	250.00	\$75.00
07-09-25	DAS	Review and revise ordinance adopting new general codification of Code; telephone conference with Lori Hollingsworth re: same; send explanatory email re: revisions	0.80	250.00	\$200.00
07-09-25	CBS	Email Correspondence: RE: New City Code	0.10	250.00	\$25.00
07-09-25	DAS	Receive and review email from Lori Hollingsworth re: PRR; telephone conference re: same	0.20	250.00	\$50.00
07-11-25	DAS	Exchange emails with Lori Hollingsworth re: new platting statute	0.20	250.00	\$50.00
07-12-25	CBS	Email Correspondence: Clayton property	0.10	250.00	\$25.00
07-12-25	CBS	Email Correspondence: Clayton property	0.10	250.00	\$25.00
07-14-25	CBS	Email Correspondence: FW: Draft Reimbursement Agreement RE Maitland ILA Payments	0.10	250.00	\$25.00
07-14-25	CBS	Email Correspondence: RE: Draft Reimbursement Agreement RE Maitland ILA Payments	0.10	250.00	\$25.00
07-14-25	CBS	Prepare for and attend council meeting	1.00	250.00	\$250.00
07-17-25	CBS	Email Correspondence: Live Local Exemption	0.10	250.00	\$25.00
07-17-25	CBS	Email Correspondence to HRN re: Live Local Exemption	0.10	250.00	\$25.00
07-17-25	HRN	Email Correspondence: from CBS re: Live Local Exemption	0.10	225.00	\$22.50
07-17-25	HRN	Analyze statutory amendments re: Live Local Act; prepare email analysis to CBS re: same	2.00	225.00	\$450.00
07-28-25	DAS	Review agenda package	0.50	250.00	\$125.00
07-28-25	DAS	Attend Council meeting	0.80	250.00	\$200.00

Services Subtotal: \$2,695.00

Subtotal	\$2,695.00
Total	\$2,695.00
Payment	\$0.00
Balance Owing	\$2,695.00

Please make all amounts payable to: Shepard, Smith, Hand & Brackins, P.A.

To pay by credit card or debit card, please use the link below.
<https://secure.lawpay.com/pages/shepardfirm/operating>



SHEPARD, SMITH, HAND & BRACKINS, P.A.
ATTORNEYS & COUNSELORS AT LAW

INVOICE

Shepard, Smith, Hand & Brackins, P.A.
2300 Maitland Center Parkway, Suite 100
Maitland, FL 32751

Invoice #: 25458
Date: 07-15-2025

City of Mount Dora
510 Baker Street
Mount Dora, FL 32757

Matter Number: 230152 - City of Mount Dora - General
Matter Name: City of Mount Dora

Services

Date	Atty	Description	Quantity	Rate	Total
06-17-25	PAB	Prepare for City Council and CRA meetings; confer with Clerk and CM	1.40	215.00	\$301.00
06-17-25	PAB	Attend City Council and CRA meeting	3.00	215.00	\$645.00
06-19-25	PAB	Confer with AJH re JPA, public records matters, and other City issues	0.20	215.00	\$43.00
06-19-25	AJH	Confer w/ PB re: City business	0.30	215.00	\$64.50
06-20-25	PAB	Confer with City Manager re agenda	0.40	215.00	\$86.00
06-23-25	PAB	Email Correspondence: Receive, analyze and reply to email from Adam Sumner re exemptions	0.10	215.00	\$21.50
06-27-25	PAB	Confer with Mr. Sandersfeld re City issues; continue analyzing procedure strategy	0.70	215.00	\$150.50
06-30-25	AJH	Confer w/ PAB re: City business	0.30	215.00	\$64.50
06-30-25	PAB	Confer with AJH re City issues and outstanding matters	0.10	215.00	\$21.50

06-30-25	HRN	Phone conference with Steve Langly re: ATT Water Tower Lease Agreements and Florida Central Railroad License Agreements; confer with PAB re: Request Approval: Florida Central Railroad License Agreements; prepare follow-up email to Steve Langly re: same	0.50	175.00	\$87.50
06-30-25	PAB	Receive and analyze email and photographs re Thrill Hill	0.10	215.00	\$21.50
07-01-25	PAB	Confer with Mr. Sandersfeld re multiple City issues	0.50	215.00	\$107.50
07-01-25	PAB	Prepare for and attend City Council meeting	3.30	215.00	\$709.50
07-02-25	PAB	Confer with City Manager re City issues and JPA	0.10	215.00	\$21.50
07-02-25	PAB	Confer with AJH re City issues	0.20	215.00	\$43.00
07-03-25	PAB	Confer with Mr. Sumner re City issues	0.10	215.00	\$21.50
07-03-25	AJH	Review and analyze correspondence re: agenda draft	0.30	215.00	\$64.50
07-09-25	HRN	Email Correspondence: from PAB re: Resolution 2025-32, Adopting the Vision Zero Safety Action Plan	0.10	175.00	\$17.50
07-10-25	PAB	Receive, analyze and reply to email from CM re potentially fraudulent invoice sent to the City	0.20	215.00	\$43.00
07-11-25	AJH	Review and analyze resolution re: millage	0.30	215.00	\$64.50
07-11-25	AJH	Review analysis re: resident rates	0.30	215.00	\$64.50
07-12-25	HRN	Begin reviewing and revising Resolution Adopting the Vision Zero Safety Action Plan; confer with PAB re: same	1.10	175.00	\$192.50
07-14-25	HRN	Continue reviewing and revising Resolution Adopting the Vision Zero Safety Action Plan; phone conference with Johnny Reynolds re: same; send follow-up email to Johnny Reynolds re: same	0.40	175.00	\$70.00
07-15-25	PAB	Attend City Council meeting; meet with City Manager re multiple issues; conduct two separate one on ones re code enforcement	1.50	215.00	\$322.50
07-15-25	HRN	Continue revising Resolution Adopting the Vision Zero Safety Action Plan	1.30	175.00	\$227.50
07-15-25	PAB	Prepare for City Council meeting	0.40	215.00	\$86.00
			Services Subtotal: \$3,562.00		

Subtotal	\$3,562.00
Total	\$3,562.00
Payment	\$0.00
Balance Owing	\$3,562.00

Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Total Matter Balance \$3,562.00

Tax ID #32-0242557

Payable upon receipt. Please remit payment to: Shepard, Smith, Hand & Brackins, P.A.. To pay by credit card, debit card or eCheck please use the link below.

<https://secure.lawpay.com/pages/shepardfirm/operating>



SHEPARD, SMITH, HAND & BRACKINS, P.A.
ATTORNEYS & COUNSELORS AT LAW

INVOICE

Shepard, Smith, Hand & Brackins, P.A.
2300 Maitland Center Parkway, Suite 100
Maitland, FL 32751

Invoice #: 25599
Date: 07-31-2025

Dade City

Matter Number: 230048 - Dade City - Police
Matter Name: Dade City - Police

Services

Date	Atty	Description	Quantity	Rate	Total
07-08-25	AOL	Receive and review email correspondence from PAB re: Child Abduction Response Team Mutual Aid Agreement	0.10	200.00	\$20.00
07-10-25	AOL	Email correspondence to PAB re: Child Abduction Response Team Mutual Aid Agreement	0.10	200.00	\$20.00
07-14-25	AOL	Review and analyze Child Abduction Response Team (CART) Mutual Aid Agreements (MAA); review and analyze City charter, code, and applicable statutes re: powers and duties	1.90	200.00	\$380.00
07-14-25	AOL	Email correspondence to PAB re: review of Child Abduction Response Team Mutual Aid Agreement	0.10	200.00	\$20.00
07-17-25	AOL	Confer with PAB re: comments on Child Abduction Response Team (CART) Mutual Aid Agreements (MAA)	0.20	200.00	\$40.00
07-17-25	PAB	Confer with AOL re Child Abduction policy agreement	0.20	200.00	\$40.00
07-17-25	PAB	Analyze MAA agreement and revise acceptance format	0.20	200.00	\$40.00
07-17-25	PAB	Email Correspondence: Prepare email to CM re MAA for child abductions	0.20	200.00	\$40.00
07-17-25	AOL	Email correspondence to PAB re: review of Child Abduction Response Team Mutual Aid Agreement	0.10	200.00	\$20.00

07-17-25	AOL	Receive and review email correspondence from Marieke vanErven re: Child Abduction Response Team Mutual Aid Agreement	0.10	200.00	\$20.00
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Services Subtotal: \$640.00

Matter Number:230049 - Dade City - Police - RPO

Matter Name:Dade City - Police - RPO

Services

Date	Atty	Description	Quantity	Rate	Total
07-01-25	AOL	Email correspondence to KT re: service of Spainer RPO	0.10	200.00	\$20.00
07-01-25	AOL	Receive, review, and respond to email correspondence from DG re: affidavit of service and final hearing; review document re: same (Spainer)	0.30	200.00	\$60.00
07-01-25	AOL	Confer with PAB re: final RPO Hearing (Spainer)	0.20	200.00	\$40.00
07-01-25	PAB	Confer with AOL re hearing prep	0.10	200.00	\$20.00
07-02-25	AOL	Email correspondence to DG re: joint stip and contacting Respondent re: same	0.10	200.00	\$20.00
07-02-25	AOL	Receive, review, and respond to email correspondence from JA re: Joint Stip and Spainer RPO	0.20	200.00	\$40.00
07-02-25	AOL	Receive, review, and respond to email correspondence from DG re: Spainer RPO and offer of joint stipulation	0.20	200.00	\$40.00
07-02-25	AOL	Confer with PAB re: Spainer RPO and offer of Joint stip	0.30	200.00	\$60.00
07-02-25	AOL	Email correspondence to DG re: scheduling conference call with Officer Bridgmon re: Spainer RPO	0.10	200.00	\$20.00
07-02-25	AOL	Draft Spanier Joint stipulation and Final RPO	1.50	200.00	\$300.00
07-02-25	PAB	Confer with AOL re RPO hearing and joint stipulation	0.30	200.00	\$60.00
07-02-25	AOL	Draft Notice of Filing Joint Stipulation	0.10	200.00	\$20.00
07-02-25	PAB	Receive, analyze and reply to email from AOL with joint stipulation	0.10	200.00	\$20.00
07-02-25	AOL	Email correspondence to PAB transmitting drafted Joint Stipulation and Final RPO	0.10	200.00	\$20.00
07-02-25	AOL	Receive and review email correspondence from PAB Re: drafted Joint Stipulation and Final RPO	0.10	200.00	\$20.00
07-02-25	AOL	Email correspondence to Respondent re: joint stipulation	0.10	200.00	\$20.00

07-03-25	AOL	Receive and review email correspondence from KT re: message from Spanier not agreeing to terms of stipulation	0.10	200.00	\$20.00
07-03-25	AOL	Receive, review, and respond to email correspondence from KT re: Sergeant Shireman attending final hearing	0.20	200.00	\$40.00
07-03-25	AOL	Telephone call with Sergeant Shireman re: Spanier Final RPO hearing and related matters	0.20	200.00	\$40.00
07-03-25	AOL	Confer with DG re: Final Hearing and confirmation of same for Spanier RPO	0.10	200.00	\$20.00
07-03-25	AOL	Receive and review email correspondence from DG re: Final Hearing (Spanier RPO)	0.10	200.00	\$20.00
07-03-25	AOL	Receive and review email correspondence from Judicial Assistant re: Final Hearing (Spanier RPO)	0.10	200.00	\$20.00
07-03-25	PAB	Confer with Abby re RPO contested hearing litigation strategy	0.10	200.00	\$20.00
07-03-25	AOL	Confer with Respondent re: offer of Joint stipulation and Final RPO	0.20	200.00	\$40.00
07-03-25	AOL	Email correspondence to JA re: proceeding with 7/7/25 final hearing	0.10	200.00	\$20.00
07-03-25	AOL	Email correspondence to Officer Bridgmon re: Final Hearing on 7/7/25	0.10	200.00	\$20.00
07-03-25	AOL	Draft proposed order on Final RPO (Spanier)	0.30	200.00	\$60.00
07-03-25	AOL	Telephone call with Officer Bridgmon re: Final Hearing for Spanier RPO	0.30	200.00	\$60.00
07-03-25	AOL	Email correspondence to Officer Bridgmon re: change in courtroom for final hearing	0.10	200.00	\$20.00
07-06-25	AOL	Review petition and related documents; prepare for hearing and witness testimony	1.40	200.00	\$280.00
07-07-25	PAB	Conference/meeting with AOL re RPO hearing	0.10	200.00	\$20.00
07-07-25	PAB	Confer with AOL following hearing and litigation strategy	0.20	200.00	\$40.00
07-07-25	AOL	Receive and review order denying Spanier RPO	0.10	200.00	\$20.00
07-07-25	AOL	Attend final hearing on Spanier RPO	0.50	200.00	\$100.00
07-07-25	AOL	Confer with PAB re: Spanier RPO final hearing	0.30	200.00	\$60.00
07-07-25	AOL	Email correspondence to Chief Tungate re: Order denying Final RPO (Spanier)	0.10	200.00	\$20.00
07-07-25	AOL	Receive and review email correspondence from Chief Tungate re: returning firearms to Spanier	0.10	200.00	\$20.00

Services Subtotal: \$1,740.00

Matter Number:230050 - Dade City - Human Resources

Matter Name:Dade City - Human Resources

Services

Date	Atty	Description	Quantity	Rate	Total
07-10-25	PAB	Prepare email to Ms. Dison re interview process	0.10	200.00	\$20.00
07-11-25	PAB	Confer with Terri Dison re agenda	0.20	200.00	\$40.00

Services Subtotal: \$60.00

Matter Number:230051 - Dade City - City Manager

Matter Name:Dade City - City Manager

Services

Date	Atty	Description	Quantity	Rate	Total
07-01-25	PAB	Receive, analyze, and reply to email from CM re hiring process for chief of police	0.10	200.00	\$20.00
07-01-25	PAB	Receive, analyze and reply to emails re selection process for Chief	0.20	200.00	\$40.00
07-01-25	PAB	Confer with City Manager and Jeff Mandel re department issues	0.80	200.00	\$160.00
07-02-25	PAB	Confer with Ms. vanErven re City issues multiple times	0.50	200.00	\$100.00
07-02-25	PAB	Prepare email to and send message to AOL re contract amendment	0.20	200.00	\$40.00
07-02-25	PAB	Conference/meeting with City Manager re City issues	0.40	200.00	\$80.00
07-02-25	AOL	Confer with PAB re: Amendment to contract with Traffic control products of Florida	0.10	200.00	\$20.00
07-02-25	AOL	Receive, review, and respond to email correspondence from Marieke vanEvren re: Amendment to contract with Traffic control products of Florida	0.20	200.00	\$40.00
07-02-25	AOL	Receive and review email correspondence from PAB re: Amendment to contract with Traffic control products of Florida	0.10	200.00	\$20.00
07-02-25	AOL	Review Traffic Control Products contract; draft amendment to contract; confer with HN re: same	2.20	200.00	\$440.00
07-02-25	PAB	Receive and analyze amendment to contract; analyze email to CM and prepare email to CM re same	0.20	200.00	\$40.00

07-08-25	PAB	Confer with City Manager re City Commission meeting	0.30	200.00	\$60.00
07-08-25	PAB	Conference/meeting with City Manager re agenda, noise, audit, and budget	0.30	200.00	\$60.00
07-08-25	HRN	Confer with PAB re: AGE piggyback corrections; amend agreement and send to Marieke vanErven	0.40	200.00	\$80.00
07-08-25	HRN	Email Correspondence: from PAB re: AGE agreement	0.10	200.00	\$20.00
07-08-25	PAB	Conference/meeting with CM re agenda	0.10	200.00	\$20.00
07-08-25	PAB	Prepare email to CM and Holli New AGE contract: Confer with HN	0.20	200.00	\$40.00
07-09-25	PAB	Analyze ethical issue; contact Florida Bar Ethics Hotline; contact Florida Commission on Ethics and speak with staff attorney;	3.40	200.00	\$680.00
07-15-25	PAB	Confer with City Manager re multiple matters	0.20	200.00	\$40.00
07-16-25	PAB	Receive and analyze FLC impact analysis of SB 180; forward to City departments and CM	0.20	200.00	\$40.00
07-20-25	PAB	Conference/meeting with City Manager re multiple issues	0.70	200.00	\$140.00
07-22-25	PAB	Confer with City Manager re City Commission meeting	0.10	200.00	\$20.00
07-22-25	PAB	Confer with City Manager re multiple issues: examine subordination agreement, prepare emails re same; receive and analyze emails re audit and Florida commerce; prepare emails re same	1.50	200.00	\$300.00
07-23-25	PAB	Confer with City Manager re finance issues	0.10	200.00	\$20.00
07-30-25	AOL	Receive, review, and respond to email correspondence from Marieke vanErven re: review of Aqualis contract	0.20	200.00	\$40.00
07-30-25	AOL	Email correspondence to HN re: review of Aqualis contract and indemnification provision	0.10	200.00	\$20.00
07-30-25	AOL	Receive, review and respond to email correspondence from HN re: review of Aqualis contract; review comments re: same	0.30	200.00	\$60.00
07-30-25	AOL	Email correspondence to Marieke vanErven re: review of Aqualis contract and suggested changes	0.10	200.00	\$20.00
07-30-25	AOL	Review public records act; review and provide comments re: Aqualis contract	1.00	200.00	\$200.00
07-30-25	HRN	Receive and review email from Marieke vanErven re: Aqualis Master Service Agreement; confer with AOL re: same; review contract and prepare follow-up email to AOL re: same	0.80	200.00	\$160.00

07-31-25	AOL	Receive and review email correspondence from Marieke vanEvren re: review of Aqualis contract and suggested changes	0.10	200.00	\$20.00
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Services Subtotal: \$3,040.00

Matter Number:230052 - Dade City - City Commission/Commissioners

Matter Name:Dade City - City Commission/Commissioners

Services

Date	Atty	Description	Quantity	Rate	Total
07-01-25	PAB	Confer with Commissioner Church re City issues and agenda; confer with City Manager re same	0.40	200.00	\$80.00
07-01-25	PAB	Conference with Mayor Black re City Commission agenda and City issues	0.40	200.00	\$80.00
07-02-25	PAB	Confer with Mayor Pro Tem re City issues	0.20	200.00	\$40.00
07-02-25	PAB	Confer with Commissioner Cosentino re City issues	0.40	200.00	\$80.00
07-08-25	PAB	Conference/meeting with Mayor Black re noise and audit	0.20	200.00	\$40.00
07-09-25	PAB	Confer with AJH and DAS re mandatory reporting obligations under Chapter 112 and Fla Bar Rules	0.20	200.00	\$40.00
07-10-25	PAB	Receive, analyze and reply to email from Commissioner Shive re recent CM applicant	0.20	200.00	\$40.00

Services Subtotal: \$400.00

Matter Number:230053 - Dade City - Community Development - General Services

Matter Name:Dade City - Community Development - General Services

Services

Date	Atty	Description	Quantity	Rate	Total
07-01-25	PAB	Receive, analyze and revise Subdivider Agreements for Hill Top Point II and Highland Trails Phase 1	0.50	200.00	\$100.00
07-02-25	PAB	Confer with Ms. Ralston re Planning Board meeting	0.10	200.00	\$20.00
07-08-25	PAB	Receive and analyze emails between Ms. Ralston and Ms. Salmieri re LDRs	0.20	200.00	\$40.00
07-08-25	PAB	Conference/meeting with Ms. Salmieri re LDR updates	0.20	200.00	\$40.00
07-08-25	PAB	Confer with Ms. Ralston re planning issues	0.10	200.00	\$20.00

07-14-25	PAB	Exchange emails with applicant and Ms. Ralston; prepare email to applicant's counsel; confer with Ms. Ralston	0.20	200.00	\$40.00
07-15-25	PAB	Prepare email to SVII counsel and Ms. Ralston re monthly meeting, moving it to different date	0.10	200.00	\$20.00
07-17-25	PAB	Prepare for and attend conference with Ms. Ralston re: West Hill Estates; Contingent USA Agreements; SVII USA and Construction Plans; Crosswinds; LDR updates; and Timber Ridge USA	0.80	200.00	\$160.00
07-21-25	PAB	Prepare for and attend meeting with Crosswinds Development team; exchange messages with Ms. Johnson; prepare email to Ms. Johnson and development team at Crosswinds	0.80	200.00	\$160.00
07-29-25	PAB	Prepare for and attend conference with Ms. Salmieri, Ms. Ralston and Ms. vanErven	1.40	200.00	\$280.00
					Services Subtotal: \$880.00

Matter Number:230054 - Dade City - Finance

Matter Name:Dade City - Finance

Services

Date	Atty	Description	Quantity	Rate	Total
07-02-25	PAB	Confer with Ryan Knight re TBRPL contract	0.10	200.00	\$20.00
07-08-25	PAB	Exchange emails with auditor re meeting	0.20	200.00	\$40.00
07-14-25	PAB	Receive and analyze email from Mr. Altman; confer with Mr. Altman re emergency procurement	0.20	200.00	\$40.00
07-14-25	PAB	Receive and analyze emergency procurement for finance department; confer with Mr. Altman; confer with City Manager; exchange emails with auditor	1.00	200.00	\$200.00
07-15-25	PAB	Email Correspondence: Receive and analyze email from Auditor re new trial balance and additional information needed from finance department	0.10	200.00	\$20.00
07-15-25	PAB	Receive, analyze, and reply to email chain re DOGE response letter	0.10	200.00	\$20.00
07-15-25	PAB	Receive and analyze email from auditor re back up data; prepare email to City Manager	0.10	200.00	\$20.00
07-15-25	PAB	Receive, analyze and reply to email from Mr. Altman re Doge, confer with City Manager	0.20	200.00	\$40.00
07-15-25	PAB	Email Correspondence: Receive, analyze and reply to email from Finance Department re response to DOGE request	0.10	200.00	\$20.00
07-16-25	PAB	Email Correspondence: Receive, analyze and reply to email from Mayor Black re DOGE request	0.10	200.00	\$20.00

07-16-25	PAB	Receive, analyze and reply to multiple emails re TBRPC contract; prepare emails to RGK and staff	0.30	200.00	\$60.00
07-16-25	PAB	Email Correspondence: Receive and analyze email from TBRPC re Vulnerability Study contract	0.10	200.00	\$20.00
07-16-25	PAB	Analyze TBRPC contract; contact Mr. Altman re finalizing	0.10	200.00	\$20.00
07-16-25	PAB	Confer with Mr. Altman re statutory notice	0.10	200.00	\$20.00
07-16-25	PAB	Confer with Mr. Altman re statutory notice	0.10	200.00	\$20.00
07-18-25	PAB	Email Correspondence: Receive, analyze and reply to email from Pete Altman re CRA audit and catch up for the general and 2023-2024 audit	0.20	200.00	\$40.00
07-18-25	PAB	Conference/meeting with Helen Painter re progress, time line and needs for scope of services	0.40	200.00	\$80.00
07-18-25	PAB	Analyze needs and policies for scope of services	0.30	200.00	\$60.00
07-19-25	PAB	Receive, analyze and revise DOGE extension request; review request and FLOC recommended response	0.50	200.00	\$100.00
07-20-25	PAB	Review multiple emails between auditor and finance director; prepare for call with CM	0.20	200.00	\$40.00
07-22-25	PAB	Email Correspondence: Prepare email to Ms. Painter and City Manager re scope of services	0.10	200.00	\$20.00
07-23-25	PAB	Receive, analyze and reply to email from Mr. Altman re stormwater refund DCBC	0.10	200.00	\$20.00
07-24-25	PAB	Analyze scope of services for finance procurement	0.20	200.00	\$40.00
07-29-25	PAB	Receive and analyze DOGE response letter; confer with Mr. Altman re same and budget	0.20	200.00	\$40.00
07-29-25	PAB	Prepare email re basis of emergency/non-competitive procurement and scope of services; analyze policies and procedures	0.90	200.00	\$180.00
Services Subtotal: \$1,200.00					

Matter Number:230055 - Dade City - Public Works General Legal

Matter Name:Public Works General Legal

Services

Date	Atty	Description	Quantity	Rate	Total
07-16-25	RGK	Email Correspondence: Emails with Tina Mauriello RE: Technical Assistance for Dade City Vulnerability assessment	0.10	200.00	\$20.00

07-16-25	RGK	Email Correspondence: Emails with Peter Altman RE: Technical Assistance for Dade City Vulnerability assessment	0.20	200.00	\$40.00
07-16-25	RGK	Revise Agreement between City and Tampa Bay Regional Planning Council Re vulnerability study	0.70	200.00	\$140.00
07-16-25	RGK	Phone conference with Peter Altman and Tina Muriello Re City and TBRPC agreement	0.30	200.00	\$60.00
07-16-25	RGK	Email Correspondence: Emails with Peter Altman RE: Technical Assistance for Dade City Vulnerability assessment and Clean Copy of Agreement	0.10	200.00	\$20.00
07-17-25	RGK	Phone conference with Amy Bidwell Re City Grant Work Plan and Agreement with TBRPC	0.20	200.00	\$40.00
07-17-25	PAB	Receive, analyze and reply to email from Paul Katrek re Splash Pad acquisition; prepare email to Ed Barfield; confer with Ms. vanErven; confer with Ed Barfield	0.40	200.00	\$80.00
07-17-25	RGK	Phone conference with Peter Altman Re DEP Agreement with City for TBRPC agreement	0.10	200.00	\$20.00
07-18-25	RGK	Email Correspondence: Email from Amy Bidwell RE: 25PLN09 - City of Dade City Grant Work Plan; Review changes to Grant Work Plan to be submitted to DEP	0.20	200.00	\$40.00
07-18-25	RGK	Email Correspondence: Emails with Peter Altman and Tina Muriello RE: 25PLN09 - City of Dade City Grant Work Plan	0.20	200.00	\$40.00
Services Subtotal: \$500.00					

Matter Number:230057 - Dade City - City Clerk - Public Records Requests

Matter Name:Dade City - City Clerk - Public Records Requests

Services

Date	Atty	Description	Quantity	Rate	Total
07-29-25	PAB	Confer with CM and RGK re PRR transcript redactions	0.20	200.00	\$40.00
07-30-25	RGK	Review and redact exempt information from transcripts of IA investigation for public records request.	3.20	200.00	\$640.00
07-30-25	RGK	Review and redact exempt information from transcripts of IA investigation for public records request.	3.20	200.00	\$640.00
Services Subtotal: \$1,320.00					

Matter Number:230058 - Dade City - Attending City Commission Meetings

Matter Name:Dade City - Attending City Commission Meetings

Services

Date	Atty	Description	Quantity	Rate	Total
07-08-25	PAB	Prepare for CRA and City Commission meetings	0.70	200.00	\$140.00
07-08-25	PAB	Continue preparing for CRA and Commission meeting; exchange emails with CM re agreements and Planning re same; confer with City Manager re same	2.20	200.00	\$440.00
07-08-25	PAB	Attend city Council and CRA meeting, confer with Maier after meeting	2.70	200.00	\$540.00
07-22-25	PAB	Prepare for meeting; confer with Mayor Black; confer with City Manager	1.40	200.00	\$280.00
07-22-25	PAB	Attend City Commission meeting	2.40	200.00	\$480.00
			Services Subtotal: \$1,880.00		

Matter Number:230059 - Dade City - Other Advisory Boards

Matter Name:Dade City - Other Advisory Boards

Services

Date	Atty	Description	Quantity	Rate	Total
07-02-25	PAB	Begin preparing for meeting	0.40	200.00	\$80.00
07-02-25	PAB	Analyze McKeen-Chaff proposal and statutes	0.60	200.00	\$120.00
07-02-25	PAB	Finalize preparations for Planning Board meeting	0.50	200.00	\$100.00
07-02-25	PAB	Attend Planning Board meeting	3.40	200.00	\$680.00
			Services Subtotal: \$980.00		

Matter Number:230060 - Dade City - General Litigation

Matter Name:Dade City - General Litigation

Services

Date	Atty	Description	Quantity	Rate	Total
07-02-25	PAB	Confer with Pete Altman re CRA litigation and audit	0.20	250.00	\$50.00
07-07-25	PAB	Prepare email to auditor re outstanding items	0.10	250.00	\$25.00
07-08-25	PAB	Conference/meeting with Pete Altman re audit	0.20	250.00	\$50.00
07-08-25	PAB	Analyze litigation strategy re Petition for Enforcement and service of process	0.50	250.00	\$125.00
07-08-25	PAB	Prepare for and attend meeting with auditor, Mr. Altman, city manager, and Mayor Black	0.80	250.00	\$200.00

07-14-25	PAB	Email Correspondence: Prepare email to Attorney General's Office re petition for enforcement	0.10	250.00	\$25.00
07-16-25	PAB	Conference/meeting with Mr. Altman re status of audit	0.10	250.00	\$25.00
07-16-25	PAB	Receive and analyze email from AG re time to complete the audit	0.10	250.00	\$25.00
07-17-25	PAB	Email Correspondence: Prepare email to Helen Painter re audit status and CRA lawsuit	0.10	250.00	\$25.00
07-18-25	PAB	Email Correspondence: Receive, analyze and reply to email from auditor re CRA audit and litigation	0.10	250.00	\$25.00
07-18-25	PAB	Email Correspondence: Prepare email to AG office re audits	0.10	250.00	\$25.00
07-18-25	PAB	Receive and analyze multiple emails re audit; consider response to petition for enforcement	0.20	250.00	\$50.00
07-18-25	PAB	Email Correspondence: Receive, analyze and reply to email from AG's office re status of petition for enforcement	0.20	250.00	\$50.00
07-22-25	PAB	Receive, analyze and reply to email from Finance Director re audit completion for CRA; reply with request for audit and email to the state to provide to the AG's office	0.10	250.00	\$25.00
07-22-25	PAB	Email Correspondence: Prepare email to City Commission re dismissal of CRA petition	0.10	250.00	\$25.00
07-22-25	PAB	Email Correspondence: Receive and analyze email from Assistant General Counsel re CRA Audit Petition	0.10	250.00	\$25.00
07-23-25	PAB	Receive and analyze notice of voluntary dismissal; correspond with AG for Florida Commerce; receive and analyze email from CM to Commission (this matter is closed)	0.20	250.00	\$50.00
					Services Subtotal: \$825.00

Matter Number:230067 - Dade City - Code Enforcement

Matter Name:Dade City - Code Enforcement

Services

Date	Atty	Description	Quantity	Rate	Total
07-10-25	PAB	Prepare for and attend conference with Interim Chief, CM, Mayor Black, Code Enforcement and resident re noise complaints	2.00	200.00	\$400.00
					Services Subtotal: \$400.00

Matter Number:230068 - Dade City - Parrish Grove Landfill

Matter Name:Dade City - Parrish Grove Landfill

Services

Date	Atty	Description	Quantity	Rate	Total
07-01-25	PAB	Receive and analyze email update from Mr. Barfield re offer/counteroffer; confer with Mr. Barfield	0.20	200.00	\$40.00
07-08-25	PAB	Confer with Ms. vanErven re landfill negotiations and FDEP	0.10	200.00	\$20.00
Services Subtotal: \$60.00					

Matter Number:230071 - Dade City - Outside Counsel Litigation Monitoring

Matter Name:Dade City - Outside Counsel Litigation Monitoring

Services

Date	Atty	Description	Quantity	Rate	Total
07-10-25	PAB	Receive, analyze and reply to email from Mr. Daiganault re scheduling conference	0.10	200.00	\$20.00
07-11-25	PAB	Conference/meeting with Terri Dison re corporate rep	0.10	200.00	\$20.00
07-11-25	PAB	Receive and analyze email from outside counsel regarding false arrest claim	0.10	200.00	\$20.00
07-14-25	PAB	Prepare for and attend conference call with outside counsel re litigation strategy for Larry matter	1.00	200.00	\$200.00
07-15-25	PAB	Email Correspondence: Receive, analyze and reply to email from outside counsel re Larry matter	0.10	200.00	\$20.00
07-15-25	PAB	Email Correspondence: Receive and analyze email from outside counsel re Larry matter	0.10	200.00	\$20.00
07-15-25	PAB	Analyze new details re Larry matter; confer with DAS re litigation strategy; confer with City Manager	0.50	200.00	\$100.00
07-15-25	PAB	Email Correspondence: Prepare email to Interim Chief Tungate and outside counsel re Larry matter	0.20	200.00	\$40.00
07-15-25	PAB	Receive, analyze, and reply to email from Chief Tungate re Larry matter	0.10	200.00	\$20.00
07-16-25	PAB	Email Correspondence: Receive, analyze and reply to email from Interim Chief Tungate and outside counsel re meeting	0.10	200.00	\$20.00
07-16-25	PAB	Receive, analyze and reply to email from Interim Chief and Outside Counsel	0.10	200.00	\$20.00
07-16-25	PAB	Prepare for meeting with Chief and outside counsel re Larry matter	0.20	200.00	\$40.00

07-16-25	PAB	Prepare for and attend conference call with outside counsel and Chief Tungate	0.50	200.00	\$100.00
07-17-25	PAB	Receive and analyze email from outside counsel re Williams matter; reply to email	0.10	200.00	\$20.00
07-17-25	PAB	Email Correspondence: Receive, analyze and reply to email from Ms. Dison re outside counsel's request re Williams matter	0.10	200.00	\$20.00
Services Subtotal: \$680.00					

Date	Payment Method	No	Amount
08-13-25	Check	EFT payment #63	\$596.18
08-13-25	Check	EFT payment #63	\$1,620.86
08-13-25	Check	EFT payment #63	\$55.89
08-13-25	Check	EFT payment #63	\$2,831.85
08-13-25	Check	EFT payment #63	\$372.61
08-13-25	Check	EFT payment #63	\$819.75
08-13-25	Check	EFT payment #63	\$372.61
08-13-25	Check	EFT payment #63	\$55.89
08-13-25	Check	EFT payment #63	\$633.44
08-13-25	Check	EFT payment #63	\$1,117.84
08-13-25	Check	EFT payment #63	\$465.77
08-13-25	Check	EFT payment #63	\$1,229.62
08-13-25	Check	EFT payment #63	\$1,751.28

08-13-25	Check	EFT payment #63	\$912.90
08-13-25	Check	EFT payment #63	\$768.51

Subtotal	\$14,605.00
Total	\$14,605.00
Payment	\$13,605.00
Write-Off	\$1,000.00
Balance Owing	\$0.00

Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Tax ID #32-0242557

Payable upon receipt. Please remit payment to: Shepard, Smith, Hand & Brackins, P.A.. To pay by credit card, debit card or eCheck please use the link below.

<https://secure.lawpay.com/pages/shepardfirm/operating>



APPENDIX E

Insurance



THE HARTFORD
BUSINESS SERVICE CENTER
3600 WISEMAN BLVD
SAN ANTONIO TX 78251

August 19, 2025

For Informational Purposes
2300 MAITLAND CENTER PKWY STE 100
MAITLAND FL 32751-7410

Account Information:

Policy Holder Details :	SHEPARD, SMITH, HAND & BRACKINS, P.A.
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Contact Us

Need Help?

Chat online or call us at
(866) 467-8730.

We're here Monday - Friday.

Enclosed please find a Certificate Of Insurance for the above referenced Policyholder. Please contact us if you have any questions or concerns.

Sincerely,
Your Hartford Service Team



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/19/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER NORTHEAST AGENCIES INC/PHS 01210619 The Hartford Business Service Center 3600 Wiseman Blvd San Antonio, TX 78251	CONTACT NAME:		
	PHONE (866) 467-8730 (A/C, No, Ext):	FAX (A/C, No):	
	E-MAIL ADDRESS:		
INSURED SHEPARD, SMITH, HAND & BRACKINS, P.A. 2300 MAITLAND CENTER PKWY STE 100 MAITLAND FL 32751-7410	INSURER(S) AFFORDING COVERAGE		NAIC#
	INSURER A : Sentinel Insurance Company Ltd.		11000
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/Y YYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY			01 SBA AZ4207	08/01/2025	08/01/2026	EACH OCCURRENCE	\$2,000,000
	☐ CLAIMS-MADE ☒ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$1,000,000
	☒ General Liability						MED EXP (Any one person)	\$10,000
							PERSONAL & ADV INJURY	\$2,000,000
							GENERAL AGGREGATE	\$4,000,000
							PRODUCTS - COMP/OP AGG	\$4,000,000
A	AUTOMOBILE LIABILITY			01 SBA AZ4207	08/01/2025	08/01/2026	COMBINED SINGLE LIMIT (Ea accident)	\$2,000,000
	☐ ANY AUTO						BODILY INJURY (Per person)	
	☐ ALL OWNED AUTOS	☐ SCHEDULED AUTOS					BODILY INJURY (Per accident)	
	☒ HIRED AUTOS	☒ NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident)	
	☐	☐						
	☐	☐						
A	☒ UMBRELLA LIAB	☒ EXCESS LIAB	☒ OCCUR CLAIMS-MADE	01 SBA AZ4207	08/01/2025	08/01/2026	EACH OCCURRENCE	\$4,000,000
	☐ DED	☒ RETENTION \$ 10,000					AGGREGATE	\$4,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						☐ PER STATUTE ☐ OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	☐ Y/N	N/A				E.L. EACH ACCIDENT	
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	
							E.L. DISEASE - POLICY LIMIT	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Those usual to the Insured's Operations.

CERTIFICATE HOLDERFor Informational Purposes
2300 MAITLAND CENTER PKWY STE 100
MAITLAND FL 32751-7410**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Susan L. Castaneda

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THE HARTFORD
BUSINESS SERVICE CENTER
3600 WISEMAN BLVD
SAN ANTONIO TX 78251

August 18, 2025

SHEPARD, SMITH, HAND & BRACKINS, P.A.
2300 MAITLAND CENTER PKWY STE 100
MAITLAND FL 32751-7410

Account Information:

Policy Holder Details :	SHEPARD, SMITH, HAND & BRACKINS, P.A.
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Contact Us

Need Help?

Chat online or call us at
(866) 467-8730.

We're here Monday - Friday.

Enclosed please find a Summary Of Insurance for the above referenced Policyholder. Please contact us if you have any questions or concerns.

Sincerely,

Your Hartford Service Team



August 18, 2025

Account Policy Information:

Agency Name	GILLMAN INSURANCE INC
Agency Code	20260650

Recipient Information

SHEPARD, SMITH, HAND & BRACKINS, P.A.
2300 MAITLAND CENTER PKWY STE 100
MAITLAND FL 32751-7410

SUMMARY OF INSURANCE

Account Policy Recap	Policy Number	Policy Term	Premium
Worker's Compensation Hartford Fire and Its P&C Affiliates	20 WEC LO3369	08/28/2025 to 08/28/2026	\$1,903

Summary of Insurance (Continued)

Worker's Compensation Summary of Insurance with

Hartford Fire and Its P&C Affiliates
A member company of The Hartford

08/28/2025 - 08/28/2026

Policy Detail: Worker's Compensation

Policy States: MT

FL

TX

Location 1 Premises Address:

2300 MAITLAND CENTER PKWY STE 100
MAITLAND FL 32751

Location 2 Premises Address:

678 DOULEE DRIVE
BOZEMAN MT 59718

Location 3 Premises Address:

3418 HILLDALE PT
SAN ANTONIO TX 78261

Location 4 Premises Address:

7121 AVES ST
FORT WORTH TX 76179-4909

Worker's Compensation Coverages:

Employer's Liability Limits

Limit

Disease - Policy Limit \$500,000

Bodily Injury – Accident \$500,000

Disease - Each Employee \$500,000

Class/Payroll Detail	Class Description	Class Code	Payroll
Location 2 - MT	LAW OFFICE - ALL EMPLOYEES & CLERICAL MESSENGERS, DRIVERS	8820	\$93,000
Location 3 - TX	ATTORNEY-ALL EMPLOYEES & CLERICAL, MESSENGERS, DRIVERS	8820	\$81,800

Summary of Insurance (Continued)

Location 1 - FL	LAW OFFICE - ALL EMPLOYEES & CLERICAL MESSENGERS, DRIVERS	8820	\$786,100
Location 4 - TX	ATTORNEY-ALL EMPLOYEES & CLERICAL, MESSENGERS, DRIVERS	8820	\$77,900

This Summary and its attachments provides a high level overview of policy coverages and does not include all conditions, limitations or exclusions. Please refer to the actual policy forms for detailed coverages, limits and deductibles.



**LAWYERS PROFESSIONAL LIABILITY COVERAGE
DECLARATIONS**

POLICY NO. 107835820

Travelers Casualty and Surety Company of America
Hartford, Connecticut
(A Stock Insurance Company, herein called the Company)

IMPORTANT NOTE: This is a claims-made policy. To be covered, a claim must be first made against an insured during the policy period or any applicable extended reporting period. The limit of liability available to pay settlements or judgments will be reduced, and may be exhausted, by defense expenses. Please read the policy carefully.

ITEM 1	NAMED INSURED: SHEPARD, SMITH, HAND & BRACKINS, P.A. DBA: Principal Address: 2300 MAITLAND CENTER PKWY STE 100 MAITLAND, FL 32751-7410
ITEM 2	POLICY PERIOD: Inception Date: May 09, 2025 Expiration Date: May 09, 2026 12:01 A.M. local time both dates at the Principal Address stated in ITEM 1.

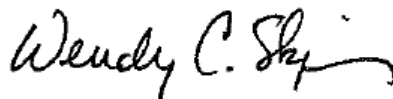
ITEM 6	ADDITIONAL BENEFITS LIMITS: Crisis Event Expenses Limits: \$10,000 for each Crisis Event \$30,000 for all Crisis Events Disciplinary or Regulatory Proceeding Expenses Limits: \$25,000 for each Disciplinary or Regulatory Proceeding \$50,000 for all Disciplinary or Regulatory Proceedings												
ITEM 7	PREMIUM FOR THE POLICY PERIOD: XXXXXXXXX Policy Premium												
ITEM 8	OPTIONAL EXTENDED REPORTING PERIODS: <table> <tr> <td>Additional Premium Percentage:</td><td>Additional Months:</td></tr> <tr> <td>125%</td><td>12</td></tr> <tr> <td>185%</td><td>24</td></tr> <tr> <td>200%</td><td>36</td></tr> <tr> <td>250%</td><td>60</td></tr> <tr> <td>300%</td><td>Unlimited</td></tr> </table>	Additional Premium Percentage:	Additional Months:	125%	12	185%	24	200%	36	250%	60	300%	Unlimited
Additional Premium Percentage:	Additional Months:												
125%	12												
185%	24												
200%	36												
250%	60												
300%	Unlimited												
ITEM 9	FORMS AND ENDORSEMENTS ATTACHED AT ISSUANCE: AFE-19038-1119; LPL-1001-1108; LPL-2002-0117; PTC-2035-0117; PTC-1001-1108; PTC-2008-1108; PTC-19006-0315; PTC-2067-0411; PTC-3009-1214												

The Declarations, the Professional Liability Terms and Conditions, the Professional Liability Coverage, and any endorsements attached thereto, constitute the entire agreement between the Company and the Insured.

IN WITNESS WHEREOF, the Company has caused this policy to be signed by its authorized officers.



President



Corporate Secretary